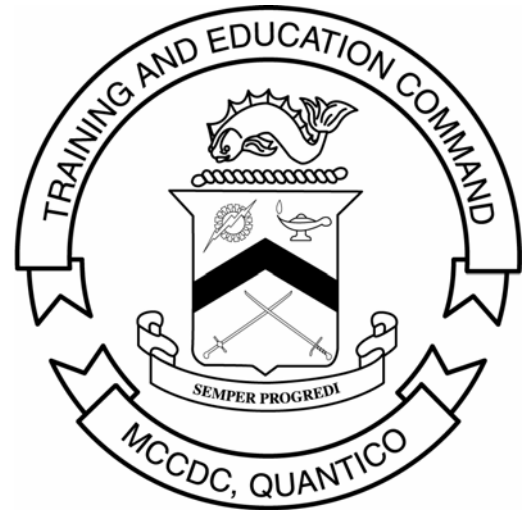


MARINE CORPS INSTITUTE



CORRECTIONS

MARINE BARRACKS
WASHINGTON, D.C.



UNITED STATES MARINE CORPS

MARINE CORPS INSTITUTE
912 CHARLES POOR STREET S. E.
WASHINGTON NAVY YARD DC 20391-5680

IN REPLY REFER TO:

1550
Ser 581E
1 Mar 02

From: Director
To: Marine Corps Institute Student

MCI 581E CORRECTIONS

1. Purpose. MCI 581E, *Corrections*, has been published as part of the Marine Corps distance education program to provide instruction to all Marines having duties related to the operations of a Navy/Marine Corps confinement facility.
2. Scope. MCI 581E addresses the fundamentals of corrections. The course provides instruction based on SECNAVINST 1640.9B and covers the guidelines and procedures for Navy/Marine Corps confinement facilities.
3. Applicability. This course is intended for instructional purposes only. It is designed to meet the MOS 5831 qualification requirements for privates through sergeants.
4. Recommendations. Comments and recommendations on the contents of the course are invited and will aid in subsequent course revisions. Please complete the course evaluation questionnaire at the end of the final examination. Return the questionnaire and the examination booklet to your proctor.

A handwritten signature in black ink, appearing to read "G. E. Gearhard".

G. E. GEARHARD
Deputy Director

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Student Information

Number and Title	MCI 581E CORRECTIONS
Study Hours	40
Course Materials	Text (Study Guide) Corrections Job Aid (expiration tables, rate of earning, sentencing examples) SECNAVINST 1640.9B
Review Agency	Commandant of the Marine Corps POS-40 Headquarters, U.S. Marine Corps Washington, DC 20380-5000
Reserve Retirement Credits (RRC)	13
ACE	This course has not been evaluated.
Assistance	For assistance, have your training officer or NCO log on to the MCI home page at www.mci.usmc.mil to access the Unit Verification Report (UVR) or MCI <i>Hotline</i> . Marines CONUS may call toll free 1-800-MCI-USMC. Marines worldwide may call commercial (202) 685-7596 or DSN 325-7596.

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Study Guide

Congratulations Congratulations on your enrollment in a distance education course from the Distance Learning Technology Department (DLTD) of the Marine Corps Institute (MCI). Since 1920, the Marine Corps Institute has been helping tens of thousands of hard-charging Marines, like you, improve their technical job performance skills through distance training. By enrolling in this course, you have shown a desire to improve the skills you have and master new skills to enhance your job performance. The distance training course you have chosen, MCI 581E, *Corrections*, provides instruction in brig policy, staff composition, security, contraband, and the general responsibilities of the corrections specialist.

Your Personal Characteristics

- **YOU ARE PROPERLY MOTIVATED.** You have made a positive decision to get training on your own. Self-motivation is perhaps the most important force in learning or achieving anything. Doing whatever is necessary to learn is motivation. You have it!
- **YOU SEEK TO IMPROVE YOURSELF.** You are enrolled to improve those skills you already possess, and to learn new skills. When you improve yourself, you improve the Corps!
- **YOU HAVE THE INITIATIVE TO ACT.** By acting on your own, you have shown you are a self-starter, willing to reach out for opportunities to learn and grow.
- **YOU ACCEPT CHALLENGES.** You have self-confidence and believe in your ability to acquire knowledge and skills. You have the self-confidence to set goals and the ability to achieve them, enabling you to meet every challenge.
- **YOU ARE ABLE TO SET AND ACCOMPLISH PRACTICAL GOALS.** You are willing to commit time, effort, and the resources necessary to set and accomplish your goals. These professional traits will help you successfully complete this distance training course.

Continued on next page

Study Guide, Continued

Beginning Your Course Before you actually begin this course of study, read the student information page. If you find any course materials missing, notify your training officer or training NCO. If you have all the required materials, you are ready to begin.

To begin your course of study, familiarize yourself with the structure of the course text. One way to do this is to read the table of contents. Notice the table of contents covers specific areas of study and the order in which they are presented. You will find the text divided into several study units. Each study unit is comprised of two or more lessons, lesson exercises, and finally, a study unit exercise.

Leafing Through the Text Leaf through the text and look at the course. Read a few lesson exercise questions to get an idea of the type of material in the course. If the course has additional study aids, such as a handbook or plotting board, familiarize yourself with them.

The First Study Unit Turn to the first page of study unit 1. On this page you will find an introduction to the study unit and generally the first study unit lesson. Study unit lessons contain learning objectives, lesson text, and exercises.

Reading the Learning Objectives Learning objectives describe in concise terms what the successful learner, you, will be able to do as a result of mastering the content of the lesson text. Read the objectives for each lesson and then read the lesson text. As you read the lesson text, make notes on the points you feel are important.

Completing the Exercises To determine your mastery of the learning objectives and text, complete the exercises developed for you. Exercises are located at the end of each lesson, and at the end of each study unit. Without referring to the text, complete the exercise questions and then check your responses against those provided.

Continued on next page

Study Guide, Continued

Continuing to March

Continue on to the next lesson, repeating the above process until you have completed all lessons in the study unit. Follow the same procedures for each study unit in the course.

Preparing for the Final Exam

To prepare for your final exam, you must review what you learned in the course. The following suggestions will help make the review interesting and challenging.

- **CHALLENGE YOURSELF.** Try to recall the entire learning sequence without referring to the text. Can you do it? Now look back at the text to see if you have left anything out. This review should be interesting. Undoubtedly, you'll find you were not able to recall everything. But with a little effort, you'll be able to recall a great deal of the information.
- **USE UNUSED MINUTES.** Use your spare moments to review. Read your notes or a part of a study unit, rework exercise items, review again; you can do many of these things during the unused minutes of every day.
- **APPLY WHAT YOU HAVE LEARNED.** It is always best to use the skill or knowledge you've learned as soon as possible. If it isn't possible to actually use the skill or knowledge, at least try to imagine a situation in which you would apply this learning. For example make up and solve your own problems. Or, better still, make up and solve problems that use most of the elements of a study unit.
- **USE THE "SHAKEDOWN CRUISE" TECHNIQUE.** Ask another Marine to lend a hand by asking you questions about the course. Choose a particular study unit and let your buddy "fire away." This technique can be interesting and challenging for both of you!
- **MAKE REVIEWS FUN AND BENEFICIAL.** Reviews are good habits that enhance learning. They don't have to be long and tedious. In fact, some learners find short reviews conducted more often prove more beneficial.

Continued on next page

Study Guide, Continued

Tackling the Final Exam

When you have completed your study of the course material and are confident with the results attained on your study unit exercises, take the sealed envelope marked “**FINAL EXAM**” to your unit training NCO or training officer. Your training NCO or officer will administer the final exam and return the exam the answer sheet to MCI for grading. Before taking your final examination, read the directions on the DP37 answer sheet carefully.

Completing Your Course

The sooner you complete your course, the sooner you can better yourself by applying what you’ve learned! **HOWEVER**--you do have 2 years from the date of enrollment to complete this course.

Graduating!

As a graduate of this distance education course and as a dedicated Marine, your job performance skills will improve, benefiting you, your unit, and the Marine Corps.

Semper Fidelis!

STUDY UNIT 1

AUTHORITY AND GENERAL POLICY

Introduction

Scope An effective correctional specialist must first understand the authority to operate the facility. He or she must then understand the policies used to standardize the completion of all tasks. This study unit covers authority, general policy, applicability, and exceptions.

- Learning Objectives** After completing this study unit, you should be able to
- Identify the sources of authority.
 - Explain the general policy for naval corrections.
 - Explain applicability and exceptions to general policy.
-

In This Study Unit This study unit contains the following lessons.

Topic	See Page
Authority	1-3
General Policy	1-7
Applicability and Exceptions	1-11

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LESSON 1

AUTHORITY

Overview

Introduction The authority to operate a correctional facility is derived from several sources. In this lesson, you will learn the sources of authority.

Learning Objectives After completing this lesson, you should be able to

- List the basic authority for establishing and operating a correctional facility.
- List three sources of authority for operating a naval correctional facility.
- State the places where prisoners can be confined.

Study Assignment This lesson requires you to read SECNAVINST 1640.9B, Chapter 1, Section 1. When you finish the reading assignment, complete the lesson 1 exercise that follows on the next page.

Lesson 1 Exercise

Directions Complete exercise items 1 through 3 by performing the action required. Check your answers against those listed at the end of this lesson.

Item 1 What is the basic authority for establishing and operating correctional facilities?

Item 2 Name three sources of authority.

Item 3 State the places where prisoners can be confined.

Lesson 1 Exercise Solutions

Answers

The table below lists the answers to the exercise items. If you have any questions about these items, refer to the paragraph referenced in the SECNAVINST 1640.9B.

Item	Answer	Reference
1	Title 10, United States Code	1101
2	a. Title 10, United States Code b. Department of Defense Directive 1325.4 c. USN Regulation 1990	1101 1102 1103
3	Prisoners shall be confined only in brigs or other facilities designated as naval places of confinement by the Secretary of the Navy.	1103.1

Lesson Summary

If you correctly answered the questions above, you are ready for the next lesson. If not, read the text again and attempt to better your responses. This lesson covered the sources of authority. In the next lesson, you will learn about general policy.

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LESSON 2

GENERAL POLICY

Overview

Introduction In this lesson, you will learn about the Secretary of the Navy's policy on corrections and correctional philosophy.

Learning Objectives After completing this lesson, you should be able to

- State the Secretary of the Navy's policy on corrections.
- State the major purpose of all awarded confinement.
- State the philosophy of naval corrections.
- State why confinement is considered punishment.
- Distinguish the difference between confinement for punishment and confinement as punishment.
- State the goals of corrections.

Study Assignment This lesson requires you to read SECNAVINST 1640.9B, Chapter 1, Section 2. When you finish the reading assignment, complete the lesson 2 exercise that follows on the next page.

Lesson 2 Exercise

Directions Complete exercise items 1 through 6 by performing the action required.
Check your answers against those listed at the end of this lesson.

Item 1 State the Secretary of the Navy's policy on corrections.

Item 2 Explain the major purpose of all awarded confinements.

Item 3 State the philosophy of naval corrections.

Item 4 Explain why confinement is considered punishment.

Continued on next page

Lesson 2 Exercise, Continued

Item 5

Distinguish the difference between confinement for punishment and confinement as punishment.

Item 6

State the goals of corrections.

Lesson 2 Exercise Solutions

Answers

The table below lists the answers to the exercise items. If you have any questions about these items, refer to the paragraph referenced in the SECNAVINST 1640.9B.

Item	Answer	Reference
1	Discipline is administered on a corrective basis rather than a punitive basis.	1201.1
2	The major purpose of all awarded confinement is the correction of the members confined.	1201.2
3	The philosophy of naval corrections is based on recognition that whether it is confinement or in some other form, punishment alone is seldom corrective.	1202.1
4	Confinement is punishment because it denies members their liberty and separates them from their families, friends, and most normal activities. More significantly, it lowers their self-respect.	1202.1
5	Members are sentenced to confinement as punishment; they are not confined for punishment by any member of the brig staff, except by law and regulation.	1202.2
6	The goal of corrections is to restore the maximum number of prisoners to duty at the earliest time, better prepared to perform useful, offense-free service, and thus salvage the individual member.	1202.4

Lesson Summary

If you correctly answered the questions above, you are ready for the next lesson. If not, read the text again and attempt to better your responses. This lesson covered the definition of general policy. In the next lesson, you will learn about applicability and exception.

LESSON 3

APPLICABILITY AND EXCEPTIONS

Overview

Introduction In this lesson, you will learn how the basic directive is applied to personnel working in the correctional facility. In some cases, exceptions to the basic directive are made. This lesson covers how exceptions to the basic directives are managed.

Learning Objectives After completing this lesson, you should be able to

- List the basic directive of the Secretary of the Navy governing naval corrections.
- State the procedure for exceptions to the governing Order.

Study Assignment This lesson requires you to read SECNAVINST 1640.9B, Chapter 1, Section 3. When you finish the reading assignment, complete the lesson 3 exercise that follows on the next page.

Lesson 3 Exercise

Directions Complete exercise items 1 and 2 by performing the action required. Check your answers against those listed at the end of this lesson.

Item 1 What Order is the basic directive of the Secretary of the Navy governing naval corrections?

Item 2 What must be requested if any requirement of the governing Order cannot be met?

Lesson 3 Exercise Solutions

Answers

The table below lists the answers to the exercise items. If you have any questions about these items, refer to the paragraph referenced in the SECNAVINST 1640.9B.

Item	Answer	Reference
1	SECNAVINST 1640.9B	1301.1
2	A waiver	1302.1

Lesson Summary

If you correctly answered the questions above, you are ready for the next lesson. If not, read the text again and attempt to better your responses. This lesson covered the applicability and exceptions to the general policy.

Study Unit Summary

In this study unit, you learned authority, general policy, applicability, and exceptions. In the next study unit, you will learn the classifications of physical plants, construction and alteration criteria, and the maintenance of physical plants.

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STUDY UNIT 2

PHYSICAL PLANTS AND MAJOR EQUIPMENT

Introduction

Scope

This study unit covers physical plant, classification types and their function, construction, alteration, maintenance, and major equipment. This study unit will explain the use and physical characteristics of all confinement facility spaces. At completion of this study unit, you should be familiar with the physical plant and major equipment used in a confinement facility.

Learning Objectives

After completing this lesson, you should be able to

- Identify the classifications and characteristics of physical plants.
 - Describe construction and alteration criteria.
 - Explain the maintenance of physical plants.
-

In This Study Unit

This study unit contains the following lessons.

Topic	See Page
Classifications of Physical Plants	2-3
Construction and Alteration Criteria	2-15
Maintenance of Physical Plants	2-25

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LESSON 1

CLASSIFICATIONS OF PHYSICAL PLANTS

Overview

Introduction In this lesson, you will learn the classifications and characteristics of the physical plant. There are various types of facilities used to confine Navy/Marine Corps personnel. These facilities are divided to accommodate the various activities performed within the brig. Successful completion of this lesson will enable you to know the classifications of the various facilities and their specific characteristics.

Learning Objectives

After completing this lesson, you should be able to

- List the seven functional types of confinement facilities.
 - List and define two types of shore brigs.
 - State how long a person can be held in pre-trial confinement aboard a vessel at sea.
 - State how long a person can be held in post-trial confinement aboard a vessel at sea.
 - List the two conditions that would require an individual to be delivered to a shore brig from a ship's brig.
 - State the four reasons for a pretrial confinement facility to be established.
 - Define detention space.
 - State how long a person can be detained in a holding cell.
 - List five areas assigned as prisoner living areas.
 - State what types of cells are prohibited.
-

Continued on next page

Overview, Continued

Learning Objectives, cont'd

- State how many prisoners are normally held in a dormitory.
 - State the requirements for the disciplinary segregation unit.
 - State the purpose of the special quarters.
 - State where installation custody quarters can be located.
 - State the four physical plant conditions to be considered in determining functional adequacy classification.
 - Define the four functional adequacy classifications.
 - State how functional adequacy classifications are assigned.
 - State what must occur when a brig expects to exceed its rated capacity.
-

Study Assignment

This lesson requires you to read SECNAVINST 1640.9B, Chapter 2, Section 1. When you finish the reading assignment, complete the lesson 1 exercise on the next page.

Lesson 1 Exercise

Directions

Complete exercise items 1 through 18 by performing the actions required. Check your answers against those listed at the end of the lesson.

Item 1

List the seven functional types of confinement facilities.

Item 2

List and define two types of shore brigs.

Continued on next page

Lesson 1 Exercise, Continued

Item 3 State how long a person can be held in pre-trial confinement aboard a vessel at sea.

Item 4 State how long a person can be held in post-trial confinement aboard a vessel at sea.

Item 5 List the two conditions that would require delivery of an individual to a shore brig from a ship's brig.

Item 6 State the four reasons for the establishment of a pre-trial confinement facility.

Continued on next page

Lesson 1 Exercise, Continued

Item 7 State what is a detention space.

Item 8 State how long a person can be detained in a holding cell.

Item 9 List five areas assigned as prisoner living areas.

Item 10 State what types of cells are prohibited.

Continued on next page

Lesson 1 Exercise, Continued

Item 11 State how many prisoners are normally held in dormitories.

Item 12 State the requirements for the disciplinary segregation unit.

Item 13 State the purpose of special quarters.

Item 14 State where installation custody quarters can be located.

Item 15 State the four physical plant conditions considered in determining functional adequacy classifications.

Continued on next page

Lesson 1 Exercise, Continued

Item 16

Define the four functional adequacy classifications.

Item 17

State how functional adequacy classifications are assigned.

Item 18

State what must occur when a brig expects to exceed its rated capacity by more than ten percent.

Lesson 1 Exercise Solutions

Answers

The table below lists the answers to the exercise items. If you have any questions about these items, refer to the paragraph referenced in the SECNAVINST 1640.9B.

Item	Answer	Reference
1	<ul style="list-style-type: none"> a. Shore brig b. Ship's brig c. Detention facility d. Correctional custody e. Confinement facilities of other military services f. Civilian confinement facilities g. Foreign confinement facilities 	2101
2	<ul style="list-style-type: none"> a. Waterfront Brig/Level I Correctional Facility. A short term brig that houses pretrial detainees, prisoners who will return to duty, or prisoners who are being discharged after serving short sentences, usually 30 days or less. b. Consolidated Brig/Level II Correctional Facility. Provide confinement for prisoners who will be discharged or transferred to the United States Disciplinary Barracks or to federal prisons if their offenses and sentences, after the appellate process, allow such a transfer. 	2101.1a 2101.1b
3	Pretrial confinement onboard a vessel at sea may continue only until the individual can be transferred to a confinement facility ashore. Such transfer shall be accomplished at the earliest opportunity permitted by the operational requirements and mission of the vessel.	2101.2
4	A ship's brig is authorized for the confinement of personnel attached to, or embarked in, a ship, and may be used for periods of confinement of up to 30 days.	2101.2
5	Persons with a sentence of courts-martial of 31 days or more confinement, or who are awarded a punitive discharge as part of a courts-martial sentence and confinement time, shall be delivered to a shore brig for confinement.	2101.2

Continued on next page

Lesson 1 Exercise Solutions, Continued

Answers,
cont'd

Item	Answer	Reference
6	<ul style="list-style-type: none"> a. A brig is not readily accessible. b. There is a need for pre-trial and short-term post-trial confinement. c. The average number of detainees/prisoners does not justify more than twenty confinement spaces. d. The full range of correctional programs provided by brig is not required. 	2101.3a
7	A detention space is any cell, room, or other berthing space of the shore establishment, used for short-term detention defined to mean not more than 8 hours.	2101.3b
8	Holding cells are used for short-term detention, defined to mean no more than 24 hours during the work week and not more than 72 hours over a weekend; and not more than an additional 24 hours over an official holiday weekend. The Commandant of the Marine Corps (POS-40) may extend this limitation on a case-by-case basis for up to 30 days.	2101.3c
9	<ul style="list-style-type: none"> a. Cells/secure rooms b. Dormitories c. Disciplinary Segregation Unit d. Special Quarters e. Installation Custody Quarters 	2102
10	Padded cells, dark cells, and cells having doors which do not permit visual observation are prohibited.	2102.1
11	Dormitories normally house groups of up to 40 prisoners.	2102.2
12	The disciplinary segregation unit consists of single occupancy cells, isolated from the remainder of prisoner living quarters, used for segregating those prisoners awarded disciplinary segregation as a result disciplinary action. Single occupancy of disciplinary segregation cells is mandatory.	2102.3

Continued on next page

Lesson 1 Exercise Solutions, Continued

Answers,
cont'd

Item	Answer	Reference
13	Special quarters is a group of cells or secure rooms used to house those prisoners who have serious adjustment problems, create anxiety or disruption among other prisoners in the general population, or who need protection from the other prisoners.	2102.4
14	Installation custody quarters require minimal security equipment, and may be a normal berthing space located inside or outside the security perimeter of the confinement facility.	2102.5
15	<ol style="list-style-type: none">Conditions affecting the safety and health of staff and prisoners and space utilization, including berthing capacity, structure, and utility systems.Condition and effectiveness of security features and equipment.Configuration as it affects separation of categories of prisoners and conserves staff required to supervise the operation.Adequacy of program and administrative support spaces.	2103.2
16	<ol style="list-style-type: none">C1/ALPHA - The facility has fully met all demands placed upon it in a mission category through the reporting period.C2/BRAVO - The facility has substantially met all demands of the mission category through the reporting period with only minor difficulty.C3/CHARLIE - The facility has only marginally met the mission demands of the category throughout the reporting period, but with major difficulty.C4/DELTA - The facility has not met vital demands of the mission category.	2103.3

Continued on next page

Lesson 1 Exercise Solutions, Continued

Answers,
cont'd

Item	Answer	Reference
17	The Commandant of the Marine Corps (POS-40), following on-site inspections by correctional specialists, shall issue functional adequacy classifications for brigs at least triennially.	2103.4
18	The Commandant of the Marine Corps (POS-40) shall be notified whenever the brig's rated capacity is expected to be exceeded by more than ten percent.	2104.2

**Lesson
Summary**

If you correctly answered the above questions, you are ready for the next lesson. If not, read the text again and attempt to better your responses. This lesson covered classifications and the physical plant. In the next lesson, you will learn about construction and alteration criteria.

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LESSON 2

CONSTRUCTION AND ALTERATION CRITERIA

Overview

Introduction

In this lesson, you will learn the construction and alteration criteria of naval correctional facilities. Proper construction of the facility will enhance its ability to provide functional areas as well as harden security. Upon completing this lesson, you will know the areas of concern when planning the design of correctional facilities.

Learning Objectives

After completing this lesson, you should be able to

- State how the rated capacity is calculated.
 - State the provision for disciplinary segregation cells in regard to space requirements.
 - State the minimum cell dimensions.
 - State when gang release systems are required.
 - State how many cells a single gang release system is authorized to operate.
 - State the space requirements for dormitories.
 - List the nine security areas within a facility.
 - State the three requirements of the control center.
 - List the three requirements for a perimeter fence.
 - List four requirements for the construction of guard towers.
 - List the five program areas within a facility.
-

Continued on next page

Overview, Continued

Learning Objectives, cont'd

- List the four storage areas within a facility.
 - List the six support areas within a facility.
-

Study Assignment

This lesson requires you to read SECNAVINST 1640.9B, Chapter 2, Section 2. When you finish the reading assignment, complete the lesson 2 exercise that follows on the next page.

Lesson 2 Exercise

Directions Complete exercise items 1 through 13 by performing the actions required. Check your answers against those listed at the end of this lesson.

Item 1 State how the rated capacity of a facility is calculated.

Item 2 State the provisions for disciplinary segregation cells in regard to space requirements.

Item 3 State the minimum cell dimensions.

Item 4 State the requirement of gang release systems.

Item 5 State how many cells a single gang cell release system is authorized to operate.

Continued on next page

Lesson 2 Exercise, Continued

Item 6

State the space requirements for dormitories.

Item 7

List the five security areas within a facility.

Item 8

State three requirements of the control center.

Item 9

List three requirements for a perimeter fence.

Continued on next page

Lesson 2 Exercise, Continued

Item 10

List four requirements for the construction of guard towers.

Item 11

List the five program areas within a facility.

Item 12

List four storage areas within a facility.

Continued on next page

Lesson 2 Exercise, Continued

Item 13

List the six support areas within a facility.

Lesson 2 Exercise Solutions

Answers

The table below lists the answers to the exercise items. If you have any questions about these items, refer to the paragraph referenced in the SECNAVINST 1640.9B.

Item	Answer	Reference
1	The required prisoner capacity of a shore brig is calculated at 0.3 percent of the total military population in the area served.	2202.3a
2	Disciplinary segregation cells will not be counted against the total capacity and will not normally exceed five percent of the brig's capacity.	2204.1a
3	Cell size shall measure at least 6 feet wide, by 8 long, by 8 feet high.	2204.1a
4	Gang release systems (manual or electric w/manual backup) are required operation on all groups of six or more continuous cells/secure rooms to permit the supervising staff member to simultaneously release all cell/secure room doors in event of a fire or other emergency.	2204.1c(2)
5	Each individual gang release device shall not operate more than fifteen cells.	2204.1c(2)
6	Each dormitory will normally not exceed a rated capacity of 40 prisoners, and will provide 72 square feet per prisoner, exclusive of head facilities.	2204.2a
7	<ul style="list-style-type: none"> a. Control center b. Sally ports c. Fences d. Gates e. Guard towers f. Patrol roads g. Gate houses h. Communications equipment i. Fire equipment 	2205

Continued on next page

Lesson 2 Exercise Solutions, Continued

Answers
cont'd

Item	Answer	Reference
8	<p>a. The control center will be located within the facility's inner security perimeter and will be large enough to contain the required equipment and to provide reasonable working conditions for the control center supervisor.</p> <p>b. The control center shall be constructed so the assigned staff member can operate controls and communication devices. Also, the control center can do the necessary administrative work at a location which provides a clear view of the main corridor, the entrance to the brig, and, when possible, the entrance to the prisoner berthing areas.</p> <p>c. The control center shall be equipped to control the movement of all traffic through the inner security perimeter.</p>	2205.1
9	Where the perimeter fence constitutes the security perimeter of the brig, it will be at least 12 feet high and will be designed to prevent prisoners from escaping over or under it. The use of concertina/razor wire and double perimeter fencing is authorized only with prior approval of the Commandant of the Marine Corps (POS-40).	2205.3a
10	All towers will be constructed with the floor not less than 16 feet above ground. They will be installed at strategic locations at least 5 feet outside the perimeter fence. Each tower will be equipped with an adjustable searchlight operable from inside the tower. All windows will be operable with one hand. Tinted glass is preferred for all windows.	2205.5c
11	<p>a. Classrooms</p> <p>b. Shops</p> <p>c. Chapel</p> <p>d. Visiting area</p> <p>e. Recreation/drill area</p>	2206

Continued on next page

Lesson 2 Exercise Solutions, Continued

Answers cont'd

Item	Answer	Reference
12	a. Property/general storage b. Volatile liquid storage c. Vehicle storage d. Armory/firearms vault	2207
13	a. Administrative offices b. Mess c. Medical/dental d. Receiving and Release unit e. Elevators f. Laundry	2208

Lesson Summary

If you correctly answered the above questions, you are ready for next the lesson. If not, read the text again and attempt to better your responses. This lesson covered construction and alteration criteria of naval correctional facilities. In the next lesson, you will learn about the maintenance of physical plants.

LESSON 3

MAINTENANCE OF PHYSICAL PLANTS

Overview

Introduction

In this lesson, you will learn the public works maintenance policies, inspection procedures, and safety program procedures pertaining to the operation of naval correctional facilities. The information provided will help you maintain the physical plant.

Learning Objectives

After completing this lesson, you should be able to

- State how frequently tests are conducted on safety equipment.
 - State how frequently facility hygiene inspections are conducted.
-

Study Assignment

This lesson requires you to read SECNAVINST 1640.9B, Chapter 2, Section 3. When you finish the reading assignment, complete the lesson 3 exercise that follows on the next page.

Lesson 3 Exercise

Directions Complete exercise items 1 and 2 by performing the actions required. Check your answers against those listed at the end of the lesson.

Item 1 State how frequently safety equipment tests are conducted.

Item 2 State how frequently facility hygiene inspections are conducted.

Lesson 3 Exercise Solutions

Answers

The table below lists the answers to the exercise items. If you have any questions about these items, refer to the paragraph referenced in the SECNAVINST 1640.9B.

Item	Answer	Reference
1	A formal weekly inspection or test, as appropriate, will be made of all security, emergency, and fire fighting equipment to ensure proper operation.	2302.2
2	A daily inspection by staff, and a weekly inspection by a medical department representative must be made to ensure that cleaning and maintenance procedures are being carried out and that a vermin eradication program, if required, has been implemented.	2304

Lesson Summary

If you correctly answered the above questions, you are ready for the next lesson. If not, go back, read the text again, and attempt to better your responses. In this lesson, you learned the maintenance of physical plants.

Study Unit Summary

In this study unit, you learned the classifications of physical plants, construction and alteration criteria, and the maintenance of physical plants. In the next study unit, you will learn the staff billets, criteria, utilization, special directives, and staff training.

STUDY UNIT 3

STAFF

Introduction

Scope

As a correction specialist, you are required to know all staff billets and their responsibilities, qualification requirements, and special orders and directives that provide direct instruction of all brig operations. This study unit provides you with the knowledge of those areas as well as the requirements for the training of all personnel.

Learning Objectives

After completing this study unit, you should be able to

- Explain staff selection criteria.
 - Explain staff utilization.
 - Identify special directives.
 - Explain staff training.
-

In This Study Unit

This study unit contains the following lessons.

Topic	See Page
Staff Criteria	3-3
Staff Utilization	3-7
Special Directives	3-25
Staff Training	3-29

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LESSON 1

STAFF CRITERIA

Overview

Introduction Personnel assigned duty in corrections must meet certain qualifications for awarding the corrections MOS. The qualifications are high because the majority of the duties require direct contact with people. If you have unqualified staff personnel working in your brig, your chances of having prisoner disturbances increase. This lesson covers staff selection requirements and reasons for brig duty disqualification.

Learning Objectives

After completion of this lesson, you should be able to

- Explain the general selection criteria Marine Corps personnel must meet for assignment to brig duty.
 - Explain the selection criteria Marine Corps personnel must meet for assignment as a correctional counselor.
 - State the restriction on service members assigned to brig duty authorized for prisoners of the opposite sex.
 - State which classification of personnel will not be assigned duty at a brig.
 - State the requirements for awarding the 5831 MOS.
 - State the requirements for awarding the 5832 MOS.
 - State how a Marine can be disqualified from brig duty.
-

Study Assignment

This lesson requires you to read SECNAVINST 1640.9B, Chapter 3, Section 1. When you finish the reading assignment, complete the lesson 1 exercise that follows on the next page.

Lesson 1 Exercise

Directions Complete exercise items 1 through 7 by performing the actions required. Check your answers against those listed at the end of the lesson.

Item 1 Explain the general selection criteria Marine Corps personnel must meet for assignment to brig duty.

Item 2 Explain the selection criteria Marine Corps personnel must meet for assignment as a correctional counselor.

Item 3 State the restriction on service members assigned to brigs authorized for prisoners of the opposite sex.

Continued on next page

Lesson 1 Exercise, Continued

Item 4 State which classification of personnel will not be assigned duty at a brig.

Item 5 State the requirements for awarding the 5831 MOS.

Item 6 State the requirements for awarding the 5832 MOS.

Item 7 State how a Marine can be disqualified from brig duty.

Lesson 1 Exercise Solutions

Answers

The table below lists the answers to the exercise items. If you have any questions about these items, refer to the paragraph referenced in the SECNAVINST 1640.9B.

Item	Answer	Reference
1	Marine Corps personnel shall be at least 19 years of age. Personnel shall be mature and emotionally stable. Members who have a history of neuropsychiatric disorder or excessive use or dependence upon alcohol shall not be assigned to brig duty. There must be no documented in-service drug use.	3102.1
2	Personnel shall be in pay grade E-5 or above and possess a strong desire to perform correctional counselor duties, as well as displaying interest in providing guidance and emotional support to others.	3102.2
3	When specifically approved by the Commandant of the Marine Corps (POS-40), service members may be assigned to brig duty for prisoners of the opposite sex. However, they shall not be assigned duties that require the supervision of prisoners of the opposite sex at times when nudity routinely occurs.	3102.4
4	Transient personnel shall not be assigned to duty at a brig.	3103.1
5	Personnel who successfully complete the basic corrections course directed by CMC, and those who meet the experience requirements contained in the Marine Corps Personnel Manual.	3104.2b
6	Personnel in pay grade E-5 or above who have successfully completed a course of study in counseling.	3104.2b
7	Personnel who demonstrate a lack of maturity, or ability to adjust to confinement duties, after an adequate period of training and guidance, may be disqualified from assignment to brig duty.	3106.1

Lesson Summary

If you correctly answered the above questions, you are ready for the lesson. If not, read the text again and attempt to better your responses. This lesson covered staff selection criteria and disqualification. In the next lesson, you will learn about staff utilization.

LESSON 2

STAFF UTILIZATION

Overview

Introduction

In the last lesson you learned staff selection qualifications. To run an effective brig, there are various duties that must be performed. This lesson covers staff sections, responsibilities, duties and functions. Successful completion of this lesson will assist you in knowing who works in a brig and their areas of responsibility.

Learning Objectives

After completion of this lesson, you should be able to

- List the five billets in the command level.
 - List the four billets in the operations level.
 - State the responsibility of the commanding officer.
 - List the five responsibilities of the brig officer.
 - List the five officer billets within a Marine Corps brig.
 - State the responsibility of the brig supervisor.
 - List the seven billets within the programs section.
 - List the three responsibilities of the programs officer.
 - List the two responsibilities of the correctional counselor.
 - List the three responsibilities of the training supervisor.
 - List the two responsibilities of the work supervisor.
 - State the responsibility of the project supervisor.
-

Continued on next page

Overview, Continued

Learning Objectives, cont'd

- State the responsibility of the program developer/monitor.
- State how the victim witness coordinator is appointed.
- List the six billets within the administration section.
- List the five responsibilities of the administrative officer.
- List the two responsibilities of the receiving and release supervisor.
- List the three responsibilities of the supply supervisor.
- List the six responsibilities of the mail supervisor.
- State when prisoners can inspect or handle mail.
- State the responsibility of the administration clerk.
- List the two responsibilities of the funds and valuables custodian.
- List the six billets within the security section.
- List the five responsibilities of the operations officer.
- List the five responsibilities of the duty brig supervisor.
- List the two responsibilities of the control center supervisor.
- List the three responsibilities of the quarters/cellblock supervisor.
- List the four responsibilities of the security supervisor.
- State the responsibility of the prisoner escort.
- List the four special billets within a facility.
- List the three responsibilities of the chaplain.

Continued on next page

Overview, Continued

Learning Objectives, cont'd

- List the two responsibilities of the medical officer.
 - List the two responsibilities of the hospital corpsman.
 - State the responsibility of the mess supervisor.
 - State what must occur if the mess supervisor is not assigned full time to the brig staff.
 - List two reasons for rotating the watch bill.
 - Explain conflicting assignments for enlisted personnel.
-

Study Assignment

This lesson requires you to read SECNAVINST 1640.9B, Chapter 3, Section 2. When you finish the reading assignment, complete the lesson 2 exercise that follows on the next page.

Lesson 2 Exercise

Directions Complete exercise items 1 through 37 by performing the actions required. Check your answers against those listed at the end of the lesson.

Item 1 List the five billets in the command level.

Item 2 List the four billets in the operations level.

Item 3 State the responsibility of the commanding officer.

Continued on next page

Lesson 2 Exercise, Continued

Item 4

List the five responsibilities of the brig officer.

Item 5

List the five officer billets within a Marine Corps brig.

Item 6

State the responsibility of the brig supervisor.

Continued on next page

Lesson 2 Exercise, Continued

Item 7

List the seven billets within the program's section.

Item 8

List the three responsibilities of the program's officer.

Item 9

List the two responsibilities of the correctional counselor.

Continued on next page

Lesson 2 Exercise, Continued

Item 10

List the three responsibilities of the training supervisor.

Item 11

List the two responsibilities of the work supervisor.

Item 12

State the responsibility of the project supervisor.

Item 13

State the responsibility of the program developer/monitor.

Item 14

State how the victim witness coordinator is appointed.

Continued on next page

Lesson 2 Exercise, Continued

Item 15

List the six billets within the administration section.

Item 16

List the five responsibilities of the administrative officer.

Item 17

List the two responsibilities of the receiving and release supervisor.

Continued on next page

Lesson 2 Exercise, Continued

Item 18

List the three responsibilities of the supply supervisor.

Item 19

List the six responsibilities of the mail supervisor.

Item 20

State when prisoners can inspect or handle mail.

Item 21

State the responsibility of the administration clerk.

Continued on next page

Lesson 2 Exercise, Continued

Item 22

List the two responsibilities of the funds and valuables custodian.

Item 23

List the six billets within the security section.

Item 24

List the five responsibilities of the operations officer.

Continued on next page

Lesson 2 Exercise, Continued

Item 25

List the five responsibilities of the duty brig supervisor.

Item 26

List the two responsibilities of the control center supervisor.

Item 27

List the three responsibilities of the quarters/cellblock supervisor.

Continued on next page

Lesson 2 Exercise, Continued

Item 28

List the four responsibilities of the security supervisor.

Item 29

State the responsibility of the prisoner escort.

Item 30

List the four special billets within a facility.

Item 31

List the three responsibilities of the chaplain.

Continued on next page

Lesson 2 Exercise, Continued

Item 32 List the two responsibilities of the medical officer.

Item 33 List the two responsibilities of the hospital corpsman.

Item 34 State the responsibility of the mess supervisor.

Item 35 State what must occur if the mess supervisor is not assigned full time to the brig staff.

Item 36 List reasons for rotating the watch bill.

Continued on next page

Lesson 2 Exercise, Continued

Item 37

Explain conflicting assignments for enlisted personnel.

Lesson 2 Exercise Solutions

Answers

The table below lists the answers to the exercise items. If you have any questions about these items, refer to the paragraph referenced in the SECNAVINST 1640.9B.

Item	Answer	Reference
1	a. Commanding officer b. Chaplain c. Medical officer d. Dental officer e. Staff Specialists	3201.1
2	a. Brig officer b. Brig supervisor c. Collection agent/funds and valuables custodian d. Mail supervisor	3201.2
3	The commanding officer has overall responsibility for the operation of the brig.	3201.1a
4	The brig officer is responsible for the humane care, custody, discipline, welfare, and correctional treatment of personnel in brigs.	3202.1
5	a. Commanding officer b. Brig officer c. Administrative officer d. Operations officer e. Programs officer	3202
6	The brig supervisor is normally the senior enlisted corrections member assigned to the brig, and is responsible to the brig officer for the daily operation of the brig.	3201.2c
7	a. Programs officer b. Correctional counselor c. Training supervisor d. Work supervisor e. Project supervisor f. Program developer/monitor g. Victim witness coordinator	3202.3
8	The programs officer is responsible for areas concerning rehabilitation, retraining, and restoration.	3202.3a

Continued on next page

Lesson 2 Exercise Solutions, Continued

Answers
cont'd

Item	Answer	Reference
9	The correctional counselor provides direct and indirect, individual and group counseling to no more than forty prisoners and assists in their program development, performance, and evaluations.	3202.3b
10	The training supervisor is responsible for scheduling and providing staff and escort training, military and physical training, and maintenance of staff training records.	3202.3c
11	The work supervisor is responsible for the planning and coordinating of work projects and work parties employing prisoners.	3202.3d
12	The project supervisor is responsible for special type work or programs (e.g., laundry, carpentry) and is required to be qualified in the technical and safety requirements of the project he or she is assigned to supervise.	3202.3e
13	Program developers assist prisoners to develop programs that assist in meeting their personal retraining needs.	3202.3f
14	Victim witness coordinators will be appointed in writing by the commanding officer.	3202.3g
15	<ul style="list-style-type: none"> a. Administrative officer b. Receiving and release supervisor c. Supply supervisor d. Mail supervisor e. Administration clerk f. Funds and valuables custodian 	3202.4
16	The administrative officer is responsible for administrative and prisoner records, facility correspondence, statistical data, reports, and prisoner sentence computation.	3202.4a
17	The receiving and release supervisor is responsible for processing prisoner intake and release, relevant records and supplies, including health and comfort items, prisoner personal property, and clothing issue and storage.	3202.4b

Continued on next page

Lesson 2 Exercise Solutions, Continued

Answers
cont'd

Item	Answer	Reference
18	The supply supervisor is responsible for the receipt, issue, and inventory of facility operations supplies.	3202.4c
19	The mail supervisor is responsible for receipting, logging, inspecting, distributing, and posting of prisoner mail, and for receipting and accounting for prisoner funds and valuables received through the mail.	3202.4d
20	In no instance shall prisoners inspect or handle mail.	3202.4d
21	The administrative clerk performs clerical duties.	3202.4e
22	The funds and valuables custodian shall collect and ensure safekeeping of prisoner funds and valuables.	3202.4f
23	<ul style="list-style-type: none"> a. Operations officer b. Duty brig supervisor c. Control center supervisor d. Quarters/cellblock supervisor e. Security supervisor f. Prisoner escort 	3202.5
24	The operations officer is responsible in the areas of security, control, accountability, emergency planning, and response.	3202.5a
25	The duty brig supervisor is responsible for supervising the security force, maintaining good order and discipline, carrying out the plan of the day, and ensuring the health, welfare, and safety of staff members and prisoners.	3202.5b
26	The control center supervisor is responsible to the duty brig supervisor for maintaining the prisoner accountability and security system.	3202.5c
27	The quarters/cellblock supervisor is responsible to the duty brig supervisor for the maintenance of good order and discipline, sanitation, and the accountability and welfare of prisoners in an assigned berthing area.	3202.5d
28	The security supervisor is responsible for control of prisoner movement, maintenance of security and related equipment, perimeter patrol, and the supervision of group activities.	3202.5e

Continued on next page

Lesson 2 Exercise Solutions, Continued

Answers cont'd

Item	Answer	Reference
29	The prisoner escort will be used for transporting prisoners to and from locations outside the brig.	3202.5f
30	a. Chaplain b. Medical officer c. Hospital corpsman d. Mess supervisor	3202.6
31	The chaplain administers the religious program and is responsible for the coordination of worship services, consultation on religious issues, and facilitation of the visitation program for chaplains from units with personnel confined in the brig.	3202.6a
32	The medical officer is responsible for the health and medical care of prisoners and the sanitary conditions of the facility.	3202.6b
33	The hospital corpsman assists and is responsible to the assigned medical officer for the health care program for prisoners, including emergency medical first aid and the dispensation of all controlled medicines and drugs prescribed for prisoners.	3202.6c
34	The mess supervisor will ensure that the quality and quantity of food served to prisoners are identical with that served in the enlisted mess for the general command population.	3202.6d
35	This person, when not assigned full time to the brig staff, will be assigned in writing by the CO.	3202.6d
36	Assignments shall be rotated as to both post and hours of duty to provide cross training and to broaden the staff's perspective of the total confinement function.	3203
37	Personnel on rotating shifts or 24 hour immediate recall for emergency and riot control shall be exempted from local watch bills.	3205.2

Lesson Summary

If you correctly answered the above questions, you are ready for the next lesson. If not, read the text again and attempt to better your responses. This lesson covered staff utilization. In the next lesson, you will learn about special directives.

LESSON 3

SPECIAL DIRECTIVES

Overview

Introduction In the last lesson, you learned staff utilization. This lesson will cover the special directives that all staff personnel must follow.

Learning Objectives After completion of this lesson, you should be able to

- Explain what is contained in post orders.
- Explain the policy of fraternization with prisoners.
- Explain the policy on harassment.
- List the two indicators of harassment.

Study Assignment This lesson requires you to read SECNAVINST 1640.9B, Chapter 3, Section 4. When you finish the reading assignment, complete the lesson 3 exercise that follows on the next page.

Lesson 3 Exercise

Directions Complete exercise items 1 through 4 by performing the actions required. Check your answers against those listed at the end of this lesson.

Item 1 Explain what is contained in post orders.

Item 2 Explain the policy of fraternization with prisoners.

Item 3 Explain the policy on harassment.

Item 4 List the two indicators of harassment.

Lesson 3 Exercise Solutions

Answers

The table below lists the answers to the exercise items. If you have any questions about these items, refer to the paragraph referenced in the SECNAVINST 1640.9B.

Item	Answer	Reference
1	Post orders shall contain a clear, concise statement of the purpose, schedule, supervisory functions, security requirements, and any other special features of the post.	3401
2	Staff members are prohibited from fraternizing with prisoners. This restriction should not prohibit all contact, such as simple conversation between prisoners and staff members.	3403
3	Harassment is prohibited.	3404.1
4	a. Actions which are not specifically authorized by official brig policy. b. Actions which would likely have the effect of humiliating or embarrassing prisoners or otherwise demeaning them.	3404.1 3404.2

Lesson Summary

If you correctly answered the above questions, you are ready for the next lesson. If not, read the text again and attempt to better your responses. This lesson covered special directives. In the next lesson, you will learn about staff training.

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LESSON 4

STAFF TRAINING

Overview

Introduction

As you know, keeping a highly qualified staff depends on the quality of training provided to the staff. This lesson will cover all training requirements for staff members of the brig.

Learning Objectives

After completion of this lesson, you should be able to

- State when pre-service training must be conducted.
 - State who must attend pre-service training.
 - State the purpose of pre-service training.
 - State the purpose of documenting pre-service training.
 - State the purpose of in-service training.
 - State how in-service training should be scheduled.
 - State who must attend in-service training.
 - State the minimum hours for in-service training per fiscal year.
 - List ten topics that are required for in-service training.
 - List two sources of professional development.
 - State the purpose of the staff library.
-

Study Assignment

This lesson requires you to read SECNAVINST 1640.9B, Chapter 3, Section 5. When you finish the reading assignment, complete the lesson 4 exercise that follows on the next page.

Lesson 4 Exercise

Directions Complete exercise items 1 through 11 by performing the actions required. Check your answers against those listed at the end of the lesson.

Item 1 State when pre-service training must be conducted.

Item 2 State who must attend pre-service training.

Item 3 State the purpose of pre-service training.

Item 4 State the purpose of documenting pre-service training.

Continued on next page

Lesson 4 Exercise, Continued

Item 5 State the purpose of in-service training.

Item 6 State how in-service training should be scheduled.

Item 7 State who must attend in-service training.

Item 8 State the minimum hours for in-service training per fiscal year.

Continued on next page

Lesson 4 Exercise Solutions

Answers

The table below lists the answers to the exercise items. If you have any questions about these items, refer to the paragraph referenced in the SECNAVINST 1640.9B.

Item	Answer	Reference
1	After successful completion of formal correctional training, all personnel will undergo pre-service training which is conducted at the brig and precedes assumption of duties.	3502
2	All personnel assigned duties within the brig shall attend pre-service training classes regardless of billet assignment.	3502
3	To provide a thorough understanding of the policies, programs, and the procedures to be followed in all phases of brig operation. It should be designed so that a successful participant could, with specialized training, fill any appropriate staff billet.	3502
4	Documentation permits verification of date and length of training and attendees.	3502
5	In-service training is designed to keep all staff members abreast of changes in policy and operations, and maintain and improve proficiency in confinement skills.	3503.1
6	Each brig shall conduct regularly scheduled in-service training so a complete cycle of subject matter is completed within one year.	3503.1
7	All staff personnel, regardless of billet assignment, shall be required to attend this training and demonstrate proficiency in the subject matter.	3503.1
8	In-service training should be a minimum of 40 hours per fiscal year.	3503.1

Continued on next page

Lesson 4 Exercise Solutions, Continued

Answers,
cont'd

Item	Answer	Reference
9	<p>Topics can include any of, but not limited to the following:</p> <ol style="list-style-type: none">1. Goals of the corrections program2. Official policies and programs3. Procedures for the treatment of prisoners4. Reception process5. Physical examination6. Health and comfort issue7. Clothing issue8. Personal property9. Completing forms10. Reception lecture content11. Searches12. Seizures13. Shakedowns14. Contraband15. Program and custody classification16. Counseling17. Work18. Education19. Training20. Return to duty or discharge21. Supervision of prisoners22. Staff attitudes23. Pitfalls of harassment24. Intra-staff relationships25. Staff and prisoner relationships26. Recreation27. Mail and visiting procedures28. Count procedures	3503.1

Continued on next page

Lesson 4 Exercise Solutions, Continued

Answers, cont'd

Item	Answer	Reference
9 cont'd	29. Problem prisoners, suicide risks, homosexuals, etc. 30. Inspection of physical plant: bars, windows, doors, mess and recreation areas, fire safety, etc. 31. Control of keys, weapons, tools, and medications 32. Disturbances 33. All brig bills 34. Restraining methods and instruments 35. Emergency equipment 36. Brig rules for prisoners 37. Disciplinary reports 38. Who may authorize disciplinary measures 39. Authority and duties of brig personnel 40. Qualification in appropriate firearms 41. First Aid and CPR 42. Escort training and procedures 43. Victim Witness Assistance Program	3503.1
10	It is desirable that brig staff members have access to college-level training, meetings, seminars, etc.	3505
11	To provide ready access to current literature in the field.	3506

Lesson Summary

This lesson covered staff training. If you correctly answered the above questions, you are ready for the next study unit. If not, read the text again and attempt to better your responses.

Study Unit Summary

In this study unit, you learned about staff billets, criteria, utilization, special directives and staff training. In the next study unit, you will learn the prisoner custody classifications, security systems, and disturbances and emergencies.

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STUDY UNIT 4

CONTROL, SECURITY, AND EMERGENCIES

Introduction

Scope The operation of a confinement facility centers on its control and security. Additionally, the proper handling of all emergencies plays an important part in the security and control of the facility. This study unit covers control, security systems, and emergencies within a naval correctional facility.

- Learning Objectives** After completing this study unit, you should be able to
- Explain the prisoner accountability system.
 - Explain the prisoner custody classification system.
 - Explain the security systems.
 - Explain disturbances and emergencies.
-

In This Study Unit This study unit contains the following lessons.

Topic	See Page
Prisoner Accountability System	4-3
Prisoner Custody Classifications	4-7
Security Systems	4-13
Disturbances and Emergencies	4-23

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LESSON 1

PRISONER ACCOUNTABILITY SYSTEM

Overview

Introduction Constant control over prisoner movement is paramount to the brig's security. This lesson covers prisoner accountability. Read the study assignment and complete the lesson exercise.

Lesson Objectives After completing this lesson, you should be able to

- List the three functions of the control center.
- State the requirement for conducting facility counts.
- State the procedures for conducting facility counts.
- State the procedures in case of a miscount.
- State the supervision of prisoner movement.
- State the conduct of the sally port.

Study Assignment This lesson requires you to read SECNAVINST 1640.9B, Chapter 4, Section 1. When you finish the reading assignment, complete the lesson 1 exercise that follows on the next page.

Lesson 1 Exercise

Directions Complete exercise items 1 through 6 by performing the actions required. Check your answer against those listed at the end of the lesson.

Item 1 List the three functions of the control center.

Item 2 State the requirement for conducting facility counts.

Item 3 State the procedures for conducting facility counts.

Continued on next page

Lesson 1 Exercise, Continued

Item 4

State the procedures in case of a miscount.

Item 5

Explain the supervision of prisoner movement.

Item 6

Explain the conduct of the sally port.

Lesson 1 Exercise Solutions

Answers

The table below lists the answers to the exercise items. If you have any questions about these items, refer to the paragraph referenced in the SECNAVINST 1640.9B.

Item	Answer	Reference
1	Functions of the control center--the focal point for all brig security and control operations--include, but not limited to: maintain direct control, and account for all prisoner movements; control the entry and exit of all prisoners, staff personnel, and visitors.	4101
2	A minimum of three prisoner counts shall be made daily: reveille, end of workday, and taps.	4103
3	A five-minute warning will be announced to alert the supervisors and to halt prisoner movement. All external gates will be secured during the count and will not be opened until the count is cleared. When the count is sounded, the staff shall ensure there is no prisoner movement until the count is certified correct and the count is secured by the control center.	4103.2
4	In case of a miscount, the count will be repeated. A second miscount will cause the control center supervisor to call for a picture count from each supervisor conducting the count using the Prisoner Identification Badges.	4103.2f
5	Activities and movements of prisoners must be controlled. They must be orderly, punctual, and well supervised.	4104
6	The gates or doors to any shore brig should not be opened at the same time. This is basic to the secure operation of any shore brig. If used for vehicles, it should be constructed so that the largest vehicle can fit inside while both doors are closed. All vehicles will be searched. The port will be operated within a secure post, which has an unobstructed view of the sally port.	4105

Lesson Summary

If you correctly answered the above questions, you are ready for the next lesson. If not, read the text again and attempt to better your responses. This lesson covered prisoner accountability. In the next lesson, you will learn prisoner custody classifications.

LESSON 2

PRISONER CUSTODY CLASSIFICATIONS

Overview

Introduction

To aid in the security and control over prisoners, each prisoner is placed in a classification according to adjudicated sentence and the potential risk involved in handling the prisoner. In this lesson, you will learn how and why prisoner custody classifications are used.

Learning Objectives

After completing of this lesson, you should be able to

- State the purpose of custody classification.
 - List and define the four custody classifications.
 - State the appropriate level of supervision for the four custody classifications.
 - Explain the custody classification criteria.
 - State the purpose of the work and training report.
 - State the policy for the confinement of homosexuals.
 - State the policy for the confinement of suicide risks.
-

Study Assignment

This lesson requires you to read SECNAVINST 1640.9B, Chapter 4, Section 2. When you finish the reading assignment, complete the lesson 2 exercise that follows on the next page.

Lesson 2 Exercise

Directions Complete exercise items 1 through 7 by performing the actions required. Check your answer against those listed at the end of the lesson.

Item 1 State the purpose of custody classification.

Item 2 List and define the four custody classifications.

Item 3 State the appropriate level of supervision for the four custody classifications.

Continued on next page

Lesson 2 Exercise, Continued

Item 4

Explain the custody classification criteria.

Item 5

State the purpose of the work and training report.

Item 6

State the policy for the confinement of homosexuals.

Item 7

State the policy for the confinement of suicide risks.

Lesson 2 Exercise Solutions

Answers

The table below lists the answers to the exercise items. If you have any questions about these items, refer to the paragraph referenced in the SECNAVINST 1640.9B.

Item	Answer	Reference
1	The purpose of custody classification is to establish the degree of supervision needed for control of individual prisoners.	4201.1
2	<p>a. Maximum Custody (MAX). Prisoners requiring special custodial supervision because of the high probability of attempted escape, or because they are dangerous or violent, and whose escape would be a threat to life or property.</p> <p>b. Medium Custody In (MDI). Prisoners who present security risks, but do not warrant maximum custody level. They are neither dangerous nor violent.</p> <p>c. Medium Custody Out (MDO). Prisoners requiring continuous custodial supervision, but whose potential for escape does not present a threat to life or limb, or destruction of property.</p> <p>d. Minimum Custody (MIN). Prisoners who do not present an apparent escape risk. Their behavior demonstrated while confined requires only limited custodial supervision.</p>	4201.2
3	<p>a. Maximum Custody (MAX). Supervision must be immediate and continuous. Maximum custody prisoners will wear restraints at all times when outside the maximum security area. There will be two escorts with each maximum custody prisoner at all times while outside the cell.</p> <p>b. Medium Custody In (MDI). Supervision will be immediate at all times, and they will not be assigned to work outside the security perimeter. They will wear restraints and require two escorts while outside the security perimeter, unless senior security personnel determine otherwise in particular circumstances.</p>	4201.2

Continued on next page

Lesson 2 Exercise Solutions, Continued

Answers,
cont'd

Item	Answer	Reference
3 cont'd	<p>c. Medium Custody Out (MDO). Supervision shall be immediate and continuous at all times when outside the security perimeter. They may be assigned any regular work inside or outside the facility.</p> <p>d. Minimum Custody (MIN). Custodial supervision may be occasional or periodic; a system of checks are usually sufficient. They are usually assigned work outside the facility; escorted and transported by the brig staff, or trained and certified escorts to and from the work site. However, while working, they may be under the supervision of other than correctional staff if the person is trained and certified as an escort. Supervision must be constant while outside the brig.</p>	4201.2
4	All new prisoners, except those specifically deemed to be serious management problems (maximum custody), should be assigned an MDI custody classification during the reception phase. Detainees will not be assigned an MDO or MIN custody classification. A custody classification shall be based on the amount of supervision each individual requires.	4202
5	The work and training describes the prisoner's attitude, work performance, overall performance, ability to get along with others, problems known to the supervisor, and any recommended custody or program changes. This is done on a scheduled basis, preferably weekly, to show levels of performance on a continuing basis.	4203.3
6	Persons suspected, accused, or convicted of homosexual acts should not automatically be segregated, or berthed in cells. Confinement in a cell may be appropriate when the prisoner has been involved in acts that may jeopardize the prisoner's safety or the safety of others.	4205.3

Continued on next page

Lesson 2 Exercise Solutions, Continued

Answers,
cont'd

Item	Answer	Reference
7	Prisoners with a history of suicide attempts or who are considered suicidal should be immediately referred to the medical department for further evaluation and appropriate action. The prisoner should be made aware that he or she may request the brig chaplain provide spiritual or religious counseling. A prisoner evaluated as suicidal by the Medical Department must be hospitalized immediately.	4205.4

**Lesson
Summary**

If you correctly answered the above questions, you are ready for the next lesson. If not, read the text again and attempt to better your responses. This lesson covered prisoner custody classifications. In the next lesson, you will learn security systems.

LESSON 3

SECURITY SYSTEMS

Overview

Introduction In the previous lessons, you learned about prisoner accountability and prisoners custody classifications. By blending prisoner accountability with custody classifications, and then adding a system of work, you create a system of security. This lesson will cover the security systems pertaining to the operation of naval correctional facilities.

Lesson Objectives After completing this lesson, you should be able to

- State the responsibilities for supervision of security for the facility.
- Define contraband.
- List the two methods to control contraband.
- State the procedures to follow when contraband is discovered.
- List the provisions for conducting the four types of searches.
- Describe the conduct of key control.
- Describe the conduct of tool control.
- Describe the conduct of vehicle and equipment control.
- Describe the conduct of hazardous substance control.
- Describe the conduct of weapons control.
- Describe the conditions for use of chemical agents.
- Describe the conditions for the application of instruments of restraint.

Continued on next page

Overview, Continued

**Study
Assignment**

This lesson requires you to read SECNAVINST 1640.9B, Chapter 4, Section 3. When you finish the reading assignment, complete the lesson 3 exercise that follows on the next page.

Lesson 3 Exercise

Directions Complete exercise items 1 through 12 by performing the actions required. Check your answer against those listed at the end of the lesson.

Item 1 State the responsibilities for supervision of security for the facility.

Item 2 Define contraband.

Item 3 List the two methods to control contraband.

Continued on next page

Lesson 3 Exercise, Continued

Item 4

State the procedures to follow when contraband is discovered.

Item 5

List the provisions for conducting the four types of searches.

Item 6

Describe the conduct of key control.

Item 7

Describe the conduct of tool control.

Continued on next page

Lesson 3 Exercise, Continued

Item 8

Describe the conduct of vehicle and equipment control.

Item 9

Describe the conduct of hazardous substance control.

Item 10

Describe the conduct of weapons control.

Item 11

Describe the conditions for use of chemical agents.

Continued on next page

Lesson 3 Exercise, Continued

Item 12

Describe the conditions for the application of instruments of restraint.

Lesson 3 Exercise Solutions

Answers

The table below lists the answers to the exercise items. If you have any questions about these items, refer to the paragraph referenced in the SECNAVINST 1640.9B.

Item	Answer	Reference
1	Provide custody and control measures adequate to maintain good order and discipline, and to protect staff personnel and prisoners. Each individual assigned to a brig is responsible for its security, regardless of duty assignment. Fixed posts shall be maintained to ensure all traffic is permitted to enter or exit only upon suitable identification and inspection. Meals and other activities must be supervised. The existence of programs or activities such as work, organized recreation and self-improvement activities combine to create sound custodial measures.	4301
2	Contraband is any article not authorized to be in the possession of prisoners, or any item authorized for a prisoner's use that has been modified for a use other than that originally intended.	4302.1a
3	Contraband items can be controlled through close supervision and frequent searches.	4302.1b
4	When contraband is discovered, a written report must be made listing the items and covering precisely the circumstances of discovery. The contraband items along with the report shall be submitted to the brig officer. It is essential that a strict chain of custody be maintained of any evidence that may be used in disciplinary action.	4302.1c
5	Frisk Search. In the frisk search, the prisoner's body and clothing are examined by the staff member running his or her hands over all areas. Possessions carried by the prisoner are also examined. Requirements for prisoners to assume exaggerated positions are not normally necessary. Unnecessary force is prohibited.	4302.2

Continued on next page

Lesson 3 Exercise Solutions, Continued

Answers,
cont'd

Item	Answer	Reference
5 cont'd	<p>Strip Search.</p> <p>The strip search shall be used in admitting new prisoners, when transferring prisoners or whenever suspicion of a crime or violation of the UCMJ attaches to a prisoner. In these searches, the prisoners shall remove their shoes and all clothing. Clothing, personal effects, and body shall be carefully searched.</p> <p>Body Cavity Search.</p> <p>Internal examination of the body orifices when required, shall be made only by authorized medical personnel. This requirement does not preclude visual examination by staff members.</p> <p>Area Search.</p> <p>All areas shall be subjected to a thorough search from time to time on an unscheduled basis. Staff will search visiting areas before and after all visits, and prior to any further access by prisoners.</p>	4302.2
6	<p>A key control system should include routine (at least monthly) surveys to ensure that the authorized number of keys is available and that they will operate the locks. The system should identify each key or ring of keys and give its location at all times. No key's marking should indicate its function. Keys shall be located in the control center and, except when in use, shall be stowed in a cabinet or locker that will be secure at all times. A sentry within a locked area should have only the keys to a locked sub-area (such as keys to cells within a cellblock). All sets of keys will be rotated regularly (at least every 3 to 6 months) to ensure they function properly.</p>	4303

Continued on next page

Lesson 3 Exercise Solutions, Continued

Answers,
cont'd

Item	Answer	Reference
7	All tools will be marked/tagged for identification and closely controlled. Utilize a shadow board with outlines for tools and/or maintain tool cribs. Frequently verify the location of tools, and ensure that hazardous tools such as files, hacksaws, welding torches, and pipe cutters are used only under supervision. Missing or lost tools must be reported immediately. A record of all tools shall be maintained and monitored, tracking each item from the time it enters the facility until the date it is removed from the facility.	4304
8	Authorization for entry or departure of any vehicle to or from the facility is contingent upon the consent to search. All vehicles leaving or entering the facility shall be carefully checked. Unattended parking in the compound shall not be permitted. A staff member shall remain with the vehicle the entire time it is in the facility unless the compound is clear of all prisoners.	4305
9	The following items require strict control: Everything containing a narcotic, alcohol, or poison requires special handling and accounting to provide adequate protection against carelessness, theft, and misappropriation. Close supervision by the galley personnel must be maintained to prevent theft of food material for making alcoholic beverages. The mixing of paints or varnishes requiring the use of commercial thinners or alcohol shall be carried out under the immediate supervision of a staff member.	4306
10	Firearms, ammunition, or chemical riot control equipment shall be allowed inside the security perimeter of the facility only when specifically authorized by the commanding officer or higher authority, and then only to prevent or stop a riot or general disturbance.	4307

Continued on next page

Lesson 3 Exercise Solutions, Continued

Answers,
cont'd

Item	Answer	Reference
11	Chemical riot control equipment may be used only upon order of the commanding officer, and only by a person trained in its use. A trained riot force of the command, post, or station should be utilized. Oleoresin Capsicum (OC) and Ortho-Chlorobenzylidene Malonitrile (CS gas) may be used in all naval brigs and pretrial confinement facilities with the exception of overseas facilities where OC or CS gas is prohibited in the Status of Forces Agreement with the host nation. Sufficient gas should be used at the first attempt to quickly break up all resistance. The minimum effective amount and the maximum amount that can be safely used in any given area should be computed in advance and be maintained as part of the riot control bill. Decontamination of the brig will be accomplished following the use of tear gas.	4308
12	Instruments of restraint of any type shall not be used as punishment. Handcuffs, transportation belts, and leg irons, may be utilized as a precaution against incidents created by dangerous, violent, or escape-minded prisoners. A medical officer must authorize use of other control methods, e.g., a straitjacket.	4309

Lesson Summary

If you correctly answered the above questions, you are ready for the next lesson. If not, read the text again and attempt to better your responses. This lesson covered prisoner security systems. In the next lesson, you will learn how to manage disturbances and emergencies.

LESSON 4

DISTURBANCES AND EMERGENCIES

Overview

Introduction

In cases where disruptive prisoner behavior develops, you may be called on to act quickly to resolve the disturbance. In addition, you may be called to assist in natural disasters that render the facility inoperable. This lesson covers the procedures taken to resolve and/or prevent disturbances and other emergencies.

Lesson Objectives

After completion of this lesson, you should be able to

- Describe measures that can be taken to prevent disturbances.
 - List the priorities of force utilization.
 - Describe the use of force in controlling disturbances.
 - Define deadly force.
 - List the four emergency bills.
 - List two requirements for the fire bill.
 - List two requirements for the natural disaster bill.
 - State what action must be taken for an attempted escape.
 - List five steps of action to be taken for an attempted escape from an escort.
 - List five requirements for the escape bill.
 - List three requirements for the riot control bill.
-

Continued on next page

Overview, Continued

Learning Objectives, cont'd

- Describe the post-riot control procedures.
 - Describe the policy on hostage situations.
-

Study Assignment

This lesson requires you to read SECNAVINST 1640.9B, Chapter 4, Section 4. When you finish the reading assignment, complete the lesson 4 exercise that follows on the next page.

Lesson 4 Exercise

Directions Complete exercise items 1 through 12 by performing the actions required. Check your answer against those listed at the end of the lesson.

Item 1 Describe measures that can be taken to prevent disturbances.

Item 2 List the priorities of force utilization.

Item 3 Describe the use of force in controlling disturbances.

Continued on next page

Lesson 4 Exercise, Continued

Item 4 Define deadly force.

Item 5 List the four emergency bills.

Item 6 List two requirements for the fire bill.

Item 7 List two requirements for the natural disaster bill.

Continued on next page

Lesson 4 Exercise, Continued

Item 8

List five steps of action to be taken for an attempted escape from an escort.

Item 9

List five requirements for the escape bill.

Item 10

List three requirements for the riot control bill.

Continued on next page

Lesson 4 Exercise, Continued

Item 11

Describe the post-riot control procedures.

Item 12

Describe the policy on hostage situations.

Lesson 4 Exercise Solutions

Answers

The table below lists the answers to the exercise items. If you have any questions about these items, refer to the paragraph referenced in the SECNAVINST 1640.9B.

Item	Answer	Reference																
1	A well-trained staff will be able to observe and detect tensions and unrest among prisoners and must report them promptly. The frequent causes of disturbances are mistreatment, untrained staff personnel, failure to separate the problem prisoners from the regular prisoners, and improperly prepared or served food. Staff members shall be indoctrinated in the exercise of patience in the control of troublesome groups.	4401																
2	<table border="1" data-bbox="558 863 1218 1199"> <thead> <tr> <th colspan="2" data-bbox="558 863 1218 898">Priority of Force</th> </tr> </thead> <tbody> <tr> <td data-bbox="558 898 613 934">1</td> <td data-bbox="613 898 1218 934">An order</td> </tr> <tr> <td data-bbox="558 934 613 970">2</td> <td data-bbox="613 934 1218 970">Show of force</td> </tr> <tr> <td data-bbox="558 970 613 1005">3</td> <td data-bbox="613 970 1218 1005">Use of physical force other than weapons fire</td> </tr> <tr> <td data-bbox="558 1005 613 1041">4</td> <td data-bbox="613 1005 1218 1041">Use of high pressure water</td> </tr> <tr> <td data-bbox="558 1041 613 1121">5</td> <td data-bbox="613 1041 1218 1121">Use of batons, tear gas, and/or chemical agent</td> </tr> <tr> <td data-bbox="558 1121 613 1157">6</td> <td data-bbox="613 1121 1218 1157">Fire by marksmen</td> </tr> <tr> <td data-bbox="558 1157 613 1192">7</td> <td data-bbox="613 1157 1218 1192">Full firepower</td> </tr> </tbody> </table>	Priority of Force		1	An order	2	Show of force	3	Use of physical force other than weapons fire	4	Use of high pressure water	5	Use of batons, tear gas, and/or chemical agent	6	Fire by marksmen	7	Full firepower	4403
Priority of Force																		
1	An order																	
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7	Full firepower																	
3	Staff personnel will avoid the use of force where the assigned responsibilities can be effectively discharged without its use. If security cannot be accomplished without the use of force, personnel shall use the minimum amount of force necessary to control the situation.	4402																
4	Deadly force is defined as that force which is used with the purpose of causing, or which a person knows or should know would create, a substantial risk of causing death or serious bodily harm.	4404																
5	<ul style="list-style-type: none"> a. Fire bill b. Natural disaster bill c. Escape bill d. Riot control bill 	4405																

Continued on next page

Lesson 4 Exercise Solutions, Continued

Answers,
cont'd

Item	Answer	Reference
6	The fire bill shall provide for the security and prompt evacuation of all personnel; availability of efficient firefighting equipment; keys to emergency exits; and detailed plan of building(s) for fire department only.	4405.2
7	<p>The natural disaster bill shall include:</p> <ul style="list-style-type: none"> a. Location of a secure area b. Evacuation routes c. Emergency food, water, first aid supplies and communications equipment d. Gathering of prisoner records, if time permits e. Securing of brig after evacuation f. Medical assistance for injured persons g. Accountability and return to brig of all persons h. Working parties to repair damage or clear debris 	4406.2
8	The escort will attempt to restrain the individual with any effective means at hand, provided it can be done without jeopardizing control over the remaining prisoner in the detail.	4407.2b
9	<p>The escape bill shall provide:</p> <ul style="list-style-type: none"> a. Procedures for reporting the absence of a prisoner and sounding the alarm without loss of time b. Maintenance of recall roster c. Listing of escape posts to be manned d. Post instruction orders for each post e. Notifications of military and civil law enforcement agencies f. Special instructions for housing unit, galley and other vital area posts g. Instructions for picking up personnel and equipment h. Instructions for the escape plan not to disrupt base station activities i. Instructions for training of staff members in placing the bill into effect j. Security of the bill 	4407.3

Continued on next page

Lesson 4 Exercise Solutions, Continued

Answers,
cont'd

Item	Answer	Reference
10	<p>The riot control bill shall provide procedures for:</p> <ul style="list-style-type: none"> a. Sounding the alarm b. Dealing with riots c. Identifying, separating, and housing ringleaders d. Notifying Commanding Officer e. Training of all staff members f. Safety measures for staff and non-participants g. Protection of property h. System of inspection and checks i. Closing the security perimeter to prevent escape j. Localizing the disturbance k. Hostage situations l. Permitting withdrawal from the affected area by prisoners not wishing to participate m. Securing communications facilities, heat, water, and electric n. Determining the cause of the disturbance o. Observation of prisoner's actions to gather evidence concerning agitators and ringleaders p. Use of cameras q. Detailed building plans r. Securing the riot bill 	4408.6
11	<p>The following steps should be taken:</p> <ul style="list-style-type: none"> a. Confine all participants to prevent reoccurrence b. Account for all prisoners c. Provide extra supervisory personnel in all quarters and dining hall until disorder is subdued d. Confine all leaders and agitators in special quarters e. Curtail all work and recreation activities f. Conduct a thorough investigation of the incident g. Photograph all damaged areas before making repairs h. Arrange for repair of damage to physical security i. Debrief staff 	4408.7

Continued on next page

Lesson 4 Exercise Solutions, Continued

Answer,
cont'd

Item	Answer	Reference
12	All orders received from an individual under duress or held hostage should be directed to the next senior member in the chain of command before being acted upon. Until a response is received, failure to comply with an order given under duress is excusable.	4409

**Lesson
Summary**

This lesson covered disturbances and emergencies. If you correctly answered the above questions, you are ready for the next study unit. If not, read the text again and attempt to better your responses.

**Study Unit 4
Summary**

In this study unit, you learned about prisoner accountability, prisoner custody classifications, security systems, disturbances, and emergencies. In the next study unit, you will learn about prisoner discipline, and general requirements.

STUDY UNIT 5

DISCIPLINE

Introduction

Scope Discipline can only be learned in a disciplined environment. By learning the administrative disciplinary measures, you can help provide the disciplined environment needed to foster rehabilitation. This study unit will cover the prisoner's discipline and general guidelines.

Learning Objectives After completing this study unit, you should be able to

- Explain prisoner discipline.
- Explain the general requirements for all prisoners.

In This Study Unit This study unit contains the following lessons.

Topic	See Page
Prisoner Discipline	5-3
General Requirements	5-15

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LESSON 1

PRISONER DISCIPLINE

Overview

Introduction This lesson covers the administrative disciplinary measures that can be applied to control disruptive prisoner behavior. Remember that discipline is the heart of the correctional process.

Learning Objectives After completing of this lesson, you should be able to

- State the reason why most individuals are confined.
- List the three basic rules required of prisoners.
- List five examples of actions not required of prisoners.
- List two actions that shall not be imposed as extra military instruction (EMI).
- State when group or mass punishment is appropriate.
- List three ways of enforcing brig rules and regulations.
- State what must occur prior to a prisoner receiving a disciplinary report or making a statement on his or her behalf.
- State when written notice must be given to a prisoner prior to appearing before a Disciplinary and Adjustment Board or commanding officer's (CO)hearing.
- State what would prevent prisoners at a Disciplinary and Adjustment Board from calling witnesses on their behalf and presenting documentary evidence in their defense.
- State the two rights a prisoner has at all times at a Disciplinary and Adjustment Board.

Continued on next page

Overview, Continued

Learning Objectives, cont'd

- Explain the standard of proof at a Disciplinary and Adjustment Board.
- State the composition of the Disciplinary and Adjustment Board.
- State the purpose of the Disciplinary and Adjustment Board.
- State who is responsible for deciding the action to take on the findings and recommendations of the Disciplinary and Adjustment Board.
- List five disciplinary measures.
- List the three punishments the next senior officer may impose in the CO's absence.
- List four privileges not automatically denied with Loss of Privileges (LOP).
- List three conditions of extra duty.
- List three conditions of disciplinary segregation.
- List three conditions of special diet.

Study Assignment

This lesson requires you to read SECNAVINST 1640.9B, Chapter 5, Section 1. When you finish the reading assignment, complete the lesson 1 exercise that follows on the next page.

Lesson 1 Exercise

Directions Complete exercise items 1 through 20 by performing the action required. Check your answers against those listed at the end of this lesson.

Item 1 State the reason why most individuals are confined.

Item 2 List the three basic rules required of prisoners.

Item 3 List five examples of actions not required of prisoners.

Item 4 List two actions that shall not be imposed as extra military instruction (EMI).

Continued on next page

Lesson 1 Exercise, Continued

Item 5 State when group or mass punishment is appropriate.

Item 6 List three ways of enforcing brig rules and regulations.

Item 7 State what must occur prior to a prisoner receiving a disciplinary report or making a statement on his or her behalf.

Item 8 State when written notice must be given to a prisoner prior to appearing before a Disciplinary and Adjustment Board or CO hearing.

Item 9 State what would prevent prisoners at a Disciplinary and Adjustment Board from calling witnesses on their behalf and presenting documentary evidence in their defense.

Continued on next page

Lesson 1 Exercise, Continued

Item 10 State the two rights a prisoner has during at a Disciplinary and Adjustment Board.

Item 11 Explain the standard of proof at a Disciplinary and Adjustment Board.

Item 12 State the composition of the Disciplinary and Adjustment Board.

Item 13 State the purpose of the Disciplinary and Adjustment Board.

Item 14 State who is responsible for deciding the action to take on the findings and recommendations of the Disciplinary and Adjustment Board.

Continued on next page

Lesson 1 Exercise, Continued

Item 15 List five disciplinary measures.

Item 16 List the three punishments the next senior officer may impose in the CO's absence.

Item 17 List four privileges not automatically denied with Loss of Privileges (LOP).

Continued on next page

Lesson 1 Exercise, Continued

Item 18

List three conditions of extra duty.

Item 19

List three conditions of disciplinary segregation.

Item 20

List three conditions of special diet.

Lesson 1 Exercise Solutions

Answers

The table below lists the answers to the exercise items. If you have any questions about these items, refer to the paragraph referenced in the SECNAVINST 1640.9B.

Item	Answer	Reference
1	Most prisoners in Marine Corps briggs are young, and are in confinement due to their lack of self-discipline.	5101.1
2	a. Do not escape, attempt to escape, or aid another to escape. b. Do not have contraband in your possession. c. Do not engage in disruptive behavior.	5101.7
3	a. To salute or address enlisted personnel as “sir.” b. To refer to themselves by a number vice a name. c. To begin or end all statements to enlisted personnel with “sir.” d. To face bulkheads at close range in the passage of staff members. e. To request permission to speak.	510.1.10
4	Calisthenics or military drill	5101.11
5	Mass or group punishment for the offense of an individual is strictly prohibited	5102.2a
6	a. On the spot verbal correction b. Written spot report c. Disciplinary report	5102.3
7	Prisoners who are on report may make a statement in their own behalf, after they have been warned against self-incrimination in compliance with Article 31, UCMJ, and informed of their rights to consult with counsel.	5102.3c
8	At least 24 hours in advance of the hearing.	5102.3d
9	If a finding determines the evidence would adversely affect the security and good order of the brig.	5102.3d
10	a. to appear and make statements in their defense b. to be present during all open sessions of the hearings	5102.3e

Continued on next page

Lesson 1 Exercise Solutions, Continued

Answers,
cont'd

Item	Answer	Reference
11	By a “preponderance of the evidence.”	5102.3f
12	The board should be composed of at least three members without direct personal interest in a given incident. It is chaired by the staff member next in authority to the Brig Officer, and enlisted personnel may serve as board members when designated by the Commanding Officer.	5102.4
13	To handle cases which are too serious to be resolved by a spot report, but which do not merit a hearing by the Commanding Officer.	5102.4
14	The Brig Officer	5102.4
15	a. Administrative reprimand or warning b. Loss of privileges c. Extra duty d. Forfeiture of Good Conduct Time e. Disciplinary Segregation	5103
16	a. Administrative reprimand or warning b. Loss of privileges c. Extra duty	5103.2
17	a. Attendance at religious services b. Receiving visitors c. Correspondence d. Smoking	5103.3b
18	a. Shall not conflict with regular meals, regular sleeping hours, attendance at scheduled religious services or interviews with authorized persons (i.e., chaplain, medical officer, legal counsel, etc.) or with regular visiting hours. b. Shall be limited to two hours per day for a maximum of 14 consecutive days and shall consist of constructive and useful work. c. Shall not be served on Sundays and holidays, although they count in the computation of the period for which such punishment is imposed. d. Use of calisthenics and close order drill for extra duty is prohibited.	5103.3c

Continued on next page

Lesson 1 Exercise Solutions, Continued

Answers,
cont'd

Item	Answer	Reference
19	<ul style="list-style-type: none">a. A single disciplinary hearing does not authorize consecutive periods of disciplinary segregation (15 days in, 1 out, 15 days in, etc.).b. Disciplinary segregation shall be served in a single occupancy cell, where the prisoner cannot communicate with unauthorized personnel, and most privileges will be denied.c. Prisoners shall remain in their cells at all times except for exercise periods and showers.d. A one-hour exercise period shall be granted daily when the prisoner's behavior is satisfactory. Shower privileges will also be granted if the prisoner's behavior is satisfactory.e. At a minimum, prisoners will be allowed to shower every other day.f. Meals will be served in the cells.g. Assistance in the observance of denominational requirements, when available, should be provided in the cells when appropriate.h. Prisoners in disciplinary segregation shall not participate in recreational activities.i. Prisoners shall be permitted to receive mail and write letters, and at the discretion of the Brig Officer or Commanding Officer, receive personal visitors, unless the offense was directly connected with such a privilege.j. Official visits shall be permitted at the brig.k. Prisoners released from disciplinary segregation will normally be placed in medium-in custody.	5103.3e

Continued on next page

Lesson 1 Exercise Solutions, Continued

Answers,
cont'd

Item	Answer	Reference
20	<ul style="list-style-type: none">a. Only imposed when expected to create a positive effect and should not be used as a routine adjunct to disciplinary segregation.b. Certification by the medical officer prior to imposing a special diet is required.c. The mess officer will document the amount of calories for each meal (special diets shall consist of three meals, not less than 2100 calories daily).d. All items of the regular daily ration will be included except sweets and desserts.e. Normal standards of preparation and service of food will be maintained.f. Water will be the only drink.g. Disciplinary segregation on special diet may not exceed 15 days.h. Termination of disciplinary segregation automatically terminates special diet.	5103.3e(2)

Lesson Summary

In this lesson, you learned the administrative disciplinary measures. If you correctly answered the above questions, you are ready for the next study unit. If you have not correctly answered, read the text again until you can answer most of the exercise items correctly. In the next lesson, you will learn the general requirements of prisoners.

LESSON 2

GENERAL REQUIREMENTS

Overview

Introduction Prisoners are expected to maintain the appearance and grooming standards of the military service. This lesson covers the basic daily requirements of prisoners.

Learning Objectives After completing this lesson, you should be able to

- State when prisoners will wear rank insignia while confined.
- State the grooming regulation by which prisoners will abide.
- State when facial hair is not authorized.

Study Assignment This lesson requires you to read SECNAVINST 1640.9B, Chapter 5, Section 2. When you finish the reading assignment, complete the lesson 2 exercise that follows on the next page.

Lesson 2 Exercise

Directions Complete exercise items 1 through 3 by performing the action required. Check your answers against those listed at the end of this lesson.

Item 1 State when prisoners will wear rank insignia while confined.

Item 2 State the grooming regulation by which prisoners will abide.

Item 3 State when facial hair is not authorized.

Lesson 2 Exercise Solutions

Answers

The tables below list the answers to the exercise items. If you have any questions about these items, refer to the reference page.

Item	Answer	Reference
1	Any personnel confined in Marine Corps briggs will not wear rank insignia.	5201.2
2	Prisoners shall wear their hair in accordance with current grooming regulations of the prisoner's service.	5202
3	Facial hair is not authorized for post-trial prisoners or correctional custody awardees.	5202

Lesson Summary

In this lesson, you learned the general requirements of prisoners. If you correctly answered the above questions, you are ready for the next study unit. If you have not faired very well, go back, read the text again until you can answer most of the exercise items correctly.

Study Unit Summary

In this study unit, you learned prisoner discipline and general requirements. In the next study unit, you will learn programming policies, reception programs, as well as other programs.

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STUDY UNIT 6

CORRECTIONAL PROGRAMMING

Introduction

Scope Successful prisoner rehabilitation centers on a successful rehabilitation program. Correctional programming provides education, military training and recreational activities conducive to returning the prisoner to full military duty or civilian populous. This study unit covers programming policies, and defines the programs used in the operation of naval correctional facilities.

- Learning Objectives** After the completing this study unit, you should be able to
- Explain programming policies.
 - Identify reception programs.
 - Identify brig programs.
-

In This Study Unit This study unit contains the following lessons.

Topic	See Page
Programming Policies	6-3
Reception Program	6-7
Brig Programs	6-13

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LESSON 1

PROGRAMMING POLICIES

Overview

Introduction This lesson covers the policies governing all brig program services. These policies provide standardization to all programs provided in the operation of naval correctional facilities.

Learning Objectives After the completing this lesson, you should be able to

- List the two goals of naval correctional programs.
 - List the two mandatory programs, and when they are required.
 - List the three program adequacy classifications.
-

Study Assignment This lesson requires you to read SECNAVINST 1640.9B, Chapter 6, Section 1. When you finish the reading assignment, complete the lesson 1 exercise that follows on the next page.

Lesson 1 Exercise

Directions Complete exercise items 1 through 3 by performing the action required. Check your responses against those listed at the end of this lesson.

Item 1 List the two goals of naval correctional programs.

Item 2 List the two mandatory programs, and when are they required.

Item 3 List and define the three program adequacy classifications.

Lesson 1 Exercise Solutions

Answers

The table below lists the answers to the exercise items. If you have any questions about these items, refer to the paragraph referenced in the SECNAVINST 1640.9B.

Item	Answer	Reference
1	a. To restore the maximum number of prisoners to active duty at the earliest possible time for offense-free service. b. To provide prisoners returning to civilian life with whatever resources are available to make a successful reentry.	6101
2	The restoration program is mandatory for all personnel returning to duty, and the pre-release program is mandatory for personnel returning to civilian life.	6102.3
3	a. Class 1. All required programs are in effect and additional mission-oriented programs are available. b. Class 2. Required programs are in effect. c. Class 3. Required programs are not in effect. Corrective Action is required.	6103

Lesson Summary

In this lesson, you learned about programming policies. If you correctly answered the above questions, you are ready for the next lesson. If not, go back, read the text again, and attempt to better your responses. The next lesson will cover reception programs.

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LESSON 2

RECEPTION PROGRAM

Overview

Introduction

This lesson covers the program used when a prisoner is initially introduced to the correctional system. The reception program provides initial counseling and useful information important to the success of all programs. The reception program aids in introducing the new prisoner to the rigid day to day schedule of the brig.

Learning Objectives

After completing this lesson, you should be able to

- List four items included in the reception program.
 - State which type of facility is required to conduct a reception program.
 - Explain two reasons why a prisoner's attitude upon confinement depends largely on the staff's attitude.
 - State where prisoners in a reception program should be housed.
 - Explain the need to distinguish between prisoners and detainees in giving article 31 rights during reception.
 - List ten topics of instruction required for prisoner indoctrination.
 - State the initial custody classification applied to all personnel upon confinement.
-

Study Assignment

This lesson requires you to read SECNAVINST 1640.9B, Chapter 6, Section 2. When you finish the reading assignment, complete the lesson 2 exercise that follows on the next page.

Lesson 2 Exercise

Directions Complete exercise items 1 through 7 by performing the actions required. Check your answers against those listed at the end of the lesson.

Item 1 List four items included in the reception program.

Item 2 State which type of facility is required to conduct a reception program.

Item 3 Explain two reasons why a prisoner's attitude upon confinement depends largely on the staff's attitude.

Item 4 State where prisoners in reception should be housed.

Continued on next page

Lesson 2 Exercise, Continued

Item 5

Explain the need to distinguish between prisoners and detainees in giving article 31 rights during reception.

Item 6

List ten topics of instruction required for prisoner indoctrination.

Item 7

State the initial custody classification applied to all personnel upon confinement.

Lesson 2 Exercise Solutions

Answers

The table below lists the answers to the exercise items. If you have any questions about these items, refer to the paragraph referenced in the SECNAVINST 1640.9B.

Item	Answer	Reference
1	<ul style="list-style-type: none"> a. Admission processing b. Orientation and initial screening for custody, work, and program participation c. Interviews by key staff members shall be accomplished during this phase d. Prisoners shall be told exactly what is expected of them and the privileges they may earn including factual information about their status e. Custody classification f. Instruction in local regulations 	6201.2
2	All brigs	6201.1
3	Prisoners are impressionable when first confined, and are apt to be emotionally upset and worried. Prisoner's attitudes can be positively influenced by the attitude of the staff.	6201.2
4	New prisoners should be quartered apart from the general population.	6201.2
5	During reception, detainees shall be given their article 31(b) rights prior to any attempt to identify what caused the detainee to (allegedly) offend. Prisoners do not require such rights; they have been adjudicated.	6201.3
6	<ul style="list-style-type: none"> a. Purpose of correctional program b. Chain of command/organization c. Inspections d. Work and training opportunities e. Military courtesy and conduct f. Contraband g. Escape and attempted escape h. Interviews and requests i. Explanation of sentence and transfer requirements j. Red Cross assistance k. Emergency leave and telephone calls l. Clemency and Parole opportunities m. Mail and visiting n. Custody classification, including incentives 	6201.4

Continued on next page

Lesson 2 Exercise Solutions, Continued

Answers,
cont'd

Item	Answer	Reference
6 cont'd	<ul style="list-style-type: none">o. Daily routinep. Fire and disaster billsq. Education opportunities religious programs and worship servicesr. Authorized purchasess. Function of various boardst. Medical and dental servicesu. AIDS informationv. Rules and regulationsw. The restoration programx. Installation custody opportunities	6201.4
7	Medium-In	6202.1

**Lesson
Summary**

In this lesson, you learned about programming policies. If you correctly answered the above questions, you are ready for the next lesson. If not, go back, read the text again and attempt to better your responses. The next lesson will cover brig programs.

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LESSON 3

BRIG PROGRAMS

Overview

Introduction This lesson covers programs pertaining to the operation of naval correctional facilities. Programs aid in rehabilitation of the prisoner after the prisoner's reentry to the military or civilian community. A myriad of educational, technical, or industrial services can be offered as programs. You will play a large role in the administration of these programs.

Learning Objectives

After completing this lesson, you should be able to

- Define the brig program.
- Explain the scheduling of programs.
- Explain the composition of the Classification and Board.
- State the three factors considered prior to prisoner assignment to a program.
- Explain the composition of the Disposition Board.
- List the two ways a counselor monitors prisoner progress.
- State when the initial interview must be conducted.
- List five documents used to record the results of individual counseling.
- List two types of group counseling.
- State the frequency and length of group-counseling meetings.
- State the document on which group-counseling results are recorded.
- List five examples of suitable work for prisoners.
- List four prohibited work assignments.

Continued on next page

Overview, Continued

Learning Objectives, cont'd

- State two cases where prisoners can be employed with detainees.
- Explain the requirements for an academic education program.
- State how often is the restoration program presented.
- State when prisoners should be scheduled for the restoration program.
- State the purpose of the incentive program.
- State the goals of the incentive program.
- List four examples of how individual incentives can be earned.
- List three examples of how group incentives can be earned.
- List five examples of incentives.
- List two items that will not be included as incentives.
- List the main goals of the survival skills program.
- List four topics included in the survival skills program.
- List three examples of recreation activities.
- Explain the conduct of physical training.
- State two conditions that could lead to the disapproval of a religious practice request.
- List eight subjects included in general military training.
- Explain the conduct of the pre-release phase.

Study Assignment

This lesson requires you to read SECNAVINST 1640.9B, Chapter 6, Section 3. When you finish the reading assignment, complete the lesson 3 exercise that follows on the next page.

Lesson 3 Exercise

Directions Complete exercise items 1 through 30 by performing the action required. Check your responses against those listed at the end of this lesson.

Item 1 Define the brig program.

Item 2 Explain the scheduling of programs.

Item 3 Explain the composition of the Classification and Board.

Continued on next page

Lesson 3 Exercise, Continued

Item 4

State the three factors are considered prior to prisoner assignment to a program.

Item 5

Explain the composition of the Disposition Board.

Item 6

List the two ways a counselor monitors prisoner progress.

Item 7

State when the initial interview must be conducted.

Continued on next page

Lesson 3 Exercise, Continued

Item 8 List five documents used to record the results of individual counseling.

Item 9 List two types of group counseling.

Item 10 State the frequency and length of group counseling meetings.

Item 11 State the document on which group-counseling results are recorded.

Continued on next page

Lesson 3 Exercise, Continued

Item 12

List five examples of suitable work for prisoners.

Item 13

List four prohibited work assignments.

Item 14

State two cases where prisoners can be employed with detainees.

Continued on next page

Lesson 3 Exercise, Continued

Item 15 Explain the requirements for an academic education program.

Item 16 State how often the restoration program is presented.

Item 17 State when prisoners should be scheduled for the restoration program.

Item 18 State the purpose of the incentive program.

Item 19 State the goals of the incentive program.

Continued on next page

Lesson 3 Exercise, Continued

Item 20

List four examples of how individual incentives can be earned.

Item 21

List three examples of how group incentives can be earned.

Item 22

List five examples of incentives.

Continued on next page

Lesson 3 Exercise, Continued

Item 23

List two items that will not be included as incentives.

Item 24

List the main goals of the survival skills program.

Item 25

List four topics included in the survival skills program.

Continued on next page

Lesson 3 Exercise, Continued

Item 26

List three examples of recreation activities.

Item 27

Explain the conduct of physical training.

Item 28

State two conditions that could lead to the disapproval of a religious practice request.

Continued on next page

Lesson 3 Exercise, Continued

Item 29

List eight subjects included in general military training.

Item 30

Explain the conduct of the pre-release phase.

Lesson 3 Exercise Solutions

Answers

The table below lists the answers to the exercise items. If you have any questions about these items, refer to the paragraph referenced in the SECNAVINST 1640.9B.

Item	Answer	Reference
1	The aggregate of all resources used to encourage constructive change in the prisoners.	6301.1
2	Most specialized programs should occur after prisoners' working hours. The working hours of counselors and program staff, both military and civilian, will coincide with this schedule. The availability of resources may dictate that a few special programs are conducted during the normal workday, but such scheduling should be kept to a minimum in order not to reduce the required work hours. The Classification and Assignment Board will select the program assignment on the basis of providing the most benefit for the prisoner and the service.	6302
3	This board shall be composed, at a minimum, of the Brig Officer or designated representative, one senior staff member from security, one senior staff member from programs, and any other members appointed by the Brig Officer. Where practical, representatives from outside the brig, including staff specialists such as the psychologist or chaplain, may be appointed to the board. This Board is responsible for establishing the individual prisoner's program upon completion of orientation. The board is concerned with custody, work assignment, special training, and other phases of corrections. The board should meet at least once per week, or more often if necessary.	6303
4	a. The needs of the service b. The prisoner's desires c. The counselor's recommendation	6303.6

Continued on next page

Lesson 3 Exercise Solutions, Continued

Answers,
cont'd

Item	Answer	Reference
5	A minimum of three members. Board evaluates prisoner progress and makes recommendations for restoration, clemency, parole, separation, or other action. The primary concern should be whether or not further confinement will benefit the service and the prisoner. Each prisoner need not appear unless it is considered to be of value to the prisoner or the board, or to afford the prisoner an opportunity to defend him or herself against unfavorable information.	6304
6	a. Individual counseling sessions b. Feedback by other personnel	6305.2
7	The first working day after entering confinement.	6307.2
8	a. Prisoner/Awardee Conduct Record (NAVPERS 1640/8) b. Prisoner Admission Summary (DD 1476) c. Prisoner Summary Continuation Sheet (DD 1478) d. Prisoner/Awardee Evaluation Report (NAVPERS 1640/13) e. Prisoner Summary Sheet (DD 1478)	6307.4
9	a. Formal therapy groups under the direction of a professional b. Group counseling sessions conducted by the correctional counselors or qualified volunteers	6308.1
10	Once each week for a specified period of time, usually one to two hours	6308.2
11	Prisoner Summary Continuation Sheet (DD 1478)	6308.4
12	a. Maintenance and repair of the facility b. Salvage c. Conservation of government property d. Services provided for nearby government organizations e. Manufacturing of articles for government use	6309.1

Continued on next page

Lesson 3 Exercise Solutions, Continued

Answers,
cont'd

Item	Answer	Reference
13	<ul style="list-style-type: none"> a. Duties that place one prisoner in authority over another prisoner, except for training, and then only when directly supervised by a staff member. b. Duties that are for the exclusive benefit of a private individual or private organization, including individual staff members of the brig. c. Work that is inherently dangerous or hazardous to the prisoner, except in emergency situations. d. Assignments that require the handling of, or access to, drugs, narcotics, intoxicants, uncrated explosives or weapons, money, security equipment, classified material, keys or personnel records. 	6309.2
14	<ul style="list-style-type: none"> a. Classroom instruction and other training activities not designated as punitive. b. Various police, fatigue, and work details which may be assigned to duty personnel in the maintenance and operation of the command, and which are not designated as punitive. 	6309.3
15	Will be made available to all prisoners in brig that routinely hold prisoners in excess of three months.	6310
16	Should be of one week's duration and will be presented at least once per month.	6311
17	Scheduled training as close to the scheduled release date as possible.	6312
18	To encourage positive behavior.	6312
19	<ul style="list-style-type: none"> a. To build self-discipline in the individual b. To improve the functioning of the brig 	6312.3
20	<ul style="list-style-type: none"> a. Outstanding performance at a personnel or property inspection b. On-going superior performance on job assignments c. Performance of work beyond that required d. Individual attainment, e.g., completion of correspondence course 	6312.4

Continued on next page

Lesson 3 Exercise Solutions, Continued

Answers,
cont'd

Item	Answer	Reference
21	<ul style="list-style-type: none"> a. Superior quarters performance on inspections. b. Highest average of individual inspection scores. c. Smallest group total of negative spot evaluations for group members 	6312.6
22	<ul style="list-style-type: none"> a. Extra recreational television/movie on weekends for a group. b. Extra telephone calls. c. Longer visiting (beyond required minimum). d. Choice of cell/room/space within custody or housing unit assignment. e. Preferred line assignment for meal serving order. f. Personal battery operated radios (earphones must be used) in long-term briggs. g. Extra recreation time. 	6312.7
23	<ul style="list-style-type: none"> a. Job assignments b. Custody changes 	6313.1
24	To teach coping skills that will enable prisoners to function within military or civilian society	6313.1
25	<ul style="list-style-type: none"> a. Interpersonal communication b. Problem solving c. Citizenship in the home, community, and nation, e.g., required news coverage on television d. Use of available resources e. Decision-making f. Positive use of free time 	6314.1
26	<ul style="list-style-type: none"> a. Organized athletics, i.e., baseball, basketball, etc. Contact sports are authorized, and must be properly supervised b. Minimal access to television and radio, additional access must be earned through positive behavior c. Recreational library usage d. Weight lifting equipment and instruction e. Movies 	6315
27	Will be developed in conformance with service standards. Command facilities may be utilized. Physical training should be conducted on a daily basis and shall be led by a staff member or members.	6316.2

Continued on next page

Lesson 3 Exercise Solutions, Continued

Answers,
cont'd

Item	Answer	Reference
28	<ul style="list-style-type: none"> a. A requested religious practice interferes with the security or good order of the brig, or with some other compelling governmental interest. b. Restrictions or denial of the prisoner's practice of religion is the least restrictive means available to ensure the achievement of such compelling governmental interest. 	6321.1
29	<ul style="list-style-type: none"> a. Military discipline and training b. History and tradition c. Use of chain of command d. MOS/MCI study e. Close order drill f. Personnel inspections g. Uniform Code of Military Justice (UCMJ) h. Grooming standards/proper wearing of uniform i. Physical conditioning j. Career counseling k. Veteran's benefits l. Training films 	6401
30	<p>Planning for prisoners' release begins upon reception and continues throughout confinement. The pre-release phase is the time to prepare the prisoner for final release to the command or community. Final details affecting release, i.e., transportation, finances, etc, and orders should be effected and explained at this time. The emphasis of this phase will vary according to whether or not a prisoner is being restored to duty.</p>	6401

**Lesson
Summary**

In this lesson, you learned about brig programs. If you correctly answered the above questions, you are ready for the next study unit. If not, go back, read the text again and attempt to better your responses.

**Study Unit
Summary**

In this study unit, you learned about programming policies, the reception program, and brig programs. In the next study unit, you will learn about prisoner confinement, transfer and release.

STUDY UNIT 7

CONFINEMENT, RELEASE, AND TRANSFER

Introduction

Scope This study unit gives you the information to process prisoners during initial processing, or intake. It also covers the release and transfer of prisoners, and provides guidance on how to properly transfer prisoners between facilities.

- Learning Objectives** After completing this study unit, you should be able to
- Identify confinement regulations.
 - Explain confinement procedures.
 - Explain release procedures.
 - Explain the transfer and transportation of prisoners.
-

In This Study Unit This study unit contains the following lessons.

Topic	See Page
Confinement Regulations	7-3
Confinement Procedures	7-11
Release	7-21
Transfer and Transportation of Prisoners	7-27

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LESSON 1

CONFINEMENT REGULATIONS

Overview

Introduction

This lesson covers the purpose of confinement, categories of prisoners, and the initial requirements for confinement. This lesson gives you the basic requirements of all preliminary confinement processes.

Learning Objectives

After completing this lesson, you should be able to

- List two purposes of confinement.
 - Define confinement.
 - List the four types of confinement.
 - State when can pre-trial confinement be imposed.
 - State when an individual may not be placed in confinement.
 - State what two conditions require acceptance of a prisoner into confinement.
 - List two reasons that do not justify confinement.
 - List the three legal status categories for prisoners.
 - List five special categories of prisoners.
-

Continued on next page

Overview, Continued

Learning Objectives, cont'd

- State the rate of earning for good conduct time while confined on bread and water/diminished rations.
 - State the administrative requirements for the confinement of an officer.
-

Study Assignment

This lesson requires you to read SECNAVINST 1640.9B, Chapter 7, Section 1. When you finish the reading assignment, complete the lesson 1 exercise that follows on the next page.

Lesson 1 Exercise

Directions Complete exercise items 1 through 11 by performing the actions required. Check your answers against those listed at the end of the lesson.

Item 1 List two purposes of confinement.

Item 2 Define confinement.

Item 3 List the four types of confinement.

Item 4 State when can pre-trial confinement be imposed.

Continued on next page

Lesson 1 Exercise, Continued

Item 5

State when an individual may not be placed in confinement.

Item 6

State what two conditions require acceptance of a prisoner into confinement.

Item 7

List two reasons that do not justify confinement.

Item 8

List the three legal status categories for prisoners.

Continued on next page

Lesson 1 Exercise, Continued

Item 9

List five special categories of prisoners.

Item 10

State the rate for earning of good conduct time while confined on bread and water/diminished rations.

Item 11

State the administrative requirements for the confinement of an officer.

Lesson 1 Exercise Solutions

Answers

The table below lists the answers to the exercise items. If you have any questions about these items, refer to the paragraph referenced in the SECNAVINST 1640.9B..

Item	Answer	Reference
1	a. Punishment, and as a deterrent to other individuals. b. Expresses the retribution demanded by the society the individual offended, and removes offenders from society for a specified period.	7101
2	Confinement is the physical restraint of a person.	7102.1
3	a. Pre-trial b. Detention c. Post-trial d. Bread and water/diminished rations	7102.1
4	Before trial, when deemed necessary to ensure the presence of the accused for trial or upon a showing, there exists a danger that, unless confinement is imposed, the accused is likely to engage in serious misconduct.	7102.2a
5	A person shall not be placed in confinement based solely on pending administrative discharge proceedings.	7102.2e
6	a. When the committing officer furnishes a statement signed by him or her, of the offense charged against the prisoner b. When appropriate medical personnel have certified in writing on the confinement order that the person is physically fit for confinement.	7102.2h
7	a. Safekeeping b. Protective custody	7102.2h

Continued on next page

Lesson 1 Exercise Solutions, Continued

Answers,
cont'd

Item	Answer	Reference
8	<p>a. Detainee. A detainee is a person subject to the UCMJ, who has been legally ordered into confinement and who is accused of violating the UCMJ, and is awaiting trial or rehearing. This includes those persons pending vacation of a suspended sentence, which includes confinement and/or a punitive discharge. Detained personnel in a brig shall be referred to as detainees.</p> <p>b. Transient prisoners. A person held in confinement pending disposition instructions from another command, awaiting transportation to a designated confinement facility, or return to parent unit.</p> <p>c. Prisoners. Persons tried by courts-martial and ordered into confinement are prisoners whether or not the sentence has been ordered into execution.</p>	7103.1
9	<p>a. Bread and water or diminished rations for prisoners</p> <p>b. Officer prisoners</p> <p>c. Female detainees/prisoners</p> <p>d. Pregnant prisoners</p> <p>e. Other than U.S. military facilities</p> <p>f. Civilian prisoners subject to the UCMJ</p> <p>g. Confinement under Status of Forces Agreement</p> <p>h. Foreign military personnel</p>	7103.2
10	<p>No GCT is allowed for B&W/DIMRATS punishment. Confinement on B&W/DIMRATS shall be treated as the equivalent of confinement for two days, if adjudged in the same sentence with confinement.</p>	7103.2a

Continued on next page

Lesson 1 Exercise Solutions, Continued

Answers,
cont'd

Item	Answer	Reference
11	Officer prisoners include midshipmen, cadets, and officer candidates. A report of all officer confinements shall be submitted immediately to the Commandant of the Marine Corps (POS-40). In all cases, a telephone report shall be paralleled by message. In the case of pre-trial confinement of officers, only the fact an officer of a certain pay grade (e.g., O-3, O-4) has been confined, and a summary of the offenses alleged shall be reported by message. A telephone report will advise name, social security number, etc.	7103.2b

**Lesson
Summary**

In this lesson, you learned the confinement regulations. If you have correctly answered the above questions, you are ready for the next lesson. If not, read the text again and attempt to better your responses. The next lesson will cover confinement procedures.

LESSON 2

CONFINEMENT PROCEDURES

Overview

Introduction This lesson covers the authority to order confinement, the confinement order, records, medical examinations, logistical support, and the legal review process.

- Learning Objectives** After completing this lesson, you should be able to
- State who may authorize pre-trial confinement of an officer.
 - State may authorize pre-trial confinement of enlisted personnel.
 - List three items of advice provided to the accused upon pre-trial confinement.
 - State what report must accompany the confinement order if the confinement results from a court-martial.
 - List two records must be delivered to the brig upon confinement of a prisoner.
 - List the two purposes of the initial confinement physical examination.
 - Explain the requirements for the confinement physical examination.
 - Explain the requirements for re-certification of the confinement physical.
 - Explain the actions that follow a refusal to take the confinement physical.
 - List the logistical support expected from the confining command.
-

Continued on next page

Overview, Continued

Learning Objectives, cont'd

- Explain the initial review process for detained personnel.
 - Explain the requirements for command visitation.
-

Study Assignment

This lesson requires you to read SECNAVINST 1640.9B, Chapter 7, Section 2. When you finish the reading assignment, complete the lesson 2 exercise that follows on the next page.

Lesson 2 Exercise

Directions Complete exercise items 1 through 12 by performing the actions required. Check your answers against those listed at the end of the lesson.

Item 1 State who may authorize pre-trial confinement of an officer.

Item 2 State may authorize pre-trial confinement of enlisted personnel.

Item 3 List three items of advice provided to the accused upon pre-trial confinement.

Item 4 State what report must accompany the confinement order if the confinement results from a court-martial.

Item 5 List two records that must be delivered to the brig upon confinement of a prisoner.

Continued on next page

Lesson 2 Exercise, Continued

Item 6 List the two purposes of the initial confinement physical examination.

Item 7 Explain the requirements for the confinement physical examination.

Item 8 Explain the requirements for re-certification of the confinement physical.

Item 9 Explain the actions that follow a refusal to take the confinement physical.

Item 10 List the logistical support expected from the confining command.

Continued on next page

Lesson 2 Exercise, Continued

Item 11

Explain the initial review process for detained personnel.

Item 12

Explain the requirements for command visitation.

Lesson 2 Exercise Solutions

Answers

The table below lists the answers to the exercise items. If you have any questions about these items, refer to the paragraph referenced in the SECNAVINST 1640.9B.

Item	Answer	Reference
1	Commanding officer exercising command authority over him or her.	7201.1
2	An enlisted person of the naval service may be ordered into arrest or confinement by an order, written or oral, of any commissioned officer. Commanding officers may authorize warrant officers, petty officers, or non-commissioned officers to order enlisted persons of their command, or subject to their authority, into arrest or confinement.	7201.2
3	a. The nature of the offense for which held. b. The right to remain silent and warning that any statement he or she makes can be used against him or her in disciplinary proceedings. c. The right to counsel. d. The procedures by which pre-trial confinement will be reviewed. e. Notification and acknowledgement of articles 7202.2a, b, c, and d of the SECNAVINST1640.9B.	7202.2
4	The confinement order will be accompanied by a report of trial signed by the summary court-martial, or by the trial counsel of the special or general court-martial that imposed the punishment.	7203

Continued on next page

Lesson 2 Exercise Solutions, Continued

Answers,
cont'd

Item	Answer	Reference
5	a. Health record b. Dental record c. Reports of results of trial of personnel serving sentences of confinement, including pre-trial agreement information.	7204.1
6	a. Before acceptance of persons for confinement, to determine fitness for confinement to identify any medical problems. b. To provide recommendations to the brig regarding appropriate medical care.	7205.1
7	Medical officers, nurse practitioners, and physician assistants can perform confinement physical examinations. Medical screening for brig confinement may be performed by a hospital corpsman after regular working hours when a qualified medical examiner is not available. The brig medical officer or other medical officer designated to supervise medical services for the brig shall designate that hospital corpsman qualified to perform this interim medical screening. The prisoner will be examined by a qualified medical examiner within 24 hours after confinement.	7205.1a
8	Re-certification of fitness for confinement is not required except for cause. Any interruption of confinement for periods over 24 hours will necessitate a new physical examination. Examinations may be requested for shorter periods when circumstances dictate. Prisoners transferred between brigs will not require a new medical examination unless unusual circumstances exist. Any prisoner returning from emergency leave, regardless of length of leave, shall have a re-certification of fitness for confinement at the time of confinement.	7205.2

Continued on next page

Lesson 2 Exercise Solutions, Continued

Answers,
cont'd

Item	Answer	Reference
9	The individual shall be directly ordered to undergo the examination. If the order is refused, it is acceptable for medical personnel to make a determination regarding fitness for confinement from medical records, audible information, and what they are able to observe. The individual's refusal and the determination of fitness via observation and records shall be noted on the confinement order. If medical personnel cannot make the determination of fitness, the individual will be accepted into confinement and rescheduled for the physical examination when brig staff feels it may be successful. The prisoner will not be allowed into the general population without a completed and proper medical examination, (e.g., not one based on records review and observation only, etc.). The medical officer can charge the prisoner under the UCMJ, for failing to obey a lawful order.	7205.3
10	At the time of confinement, provide: a. the prisoner's uniforms to the brig, b. health and comfort supplies sufficient to last for the period of confinement, or up to one month.	7206
11	The determination of the need for continuation of pre-trial confinement will be in accordance with the Manual for courts-martial. Unless the prisoner's commander was the officer ordering the pre-trial confinement, the prisoner's commander must complete review of the pre-trial confinement within 48 hours of confinement. Initial reviews should normally be conducted at the brig. Brig officers shall notify the Initial Review Officer (IRO) and local legal service support section within 24 hours of pre-trial confinement of personnel.	7207

Continued on next page

Lesson 2 Exercise Solutions, Continued

Answers,
cont'd

Item	Answer	Reference
12	Commanding officers shall establish procedures for visiting at least weekly each detainee and prisoner who will return to the parent command. This visit should be made by a representative of the parent command (SNCO, Chief Petty Officer, or higher) from the prisoner's division with the authority to act in the commanding officer's behalf.	7208.3

**Lesson
Summary**

In this lesson, you learned the confinement procedures. If you have correctly answered the above questions, you are ready for the next study unit. If not, read the text again and attempt to better your responses. The next lesson will cover the release of prisoners.

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LESSON 3

RELEASE

Overview

Introduction

This lesson covers prisoner temporary release procedures. It also covers how hospitalization and emergency leave of prisoners is managed. Covering the final release of prisoners summarizes this lesson.

Learning Objectives

After completing this lesson, you should be able to

- State when a receipt of prisoner or detained person (DD629) is required.
 - State what occurs when a prisoner is released from hospitalization.
 - State three requirements for prisoner emergency leave.
 - State who may direct release from pre-trial confinement.
 - List two occurrences when the brig commanding officer can authorize final release from confinement.
 - State when the Prisoner Release Order (DD367) is required.
 - Explain the requirements for release from confinement.
-

Study Assignment

This lesson requires you to read SECNAVINST 1640.9B, Chapter 7, Section 3. When you finish the reading assignment, complete the lesson 3 exercise that follows on the next page.

Lesson 3 Exercise

Directions Complete exercise items 1 through 7 by performing the actions required. Check your answers against those listed at the end of this lesson.

Item 1 State when a receipt of prisoner or detained person (DD629) is required.

Item 2 State what occurs when a prisoner is released from hospitalization.

Item 3 State three requirements for prisoner emergency leave.

Item 4 State who may direct release from pre-trial confinement.

Continued on next page

Lesson 3 Exercise, Continued

Item 5 List two occurrences when the Brig Commanding Officer can authorize final release from confinement.

Item 6 State when the Prisoner Release Order (DD367) is required.

Item 7 Explain the requirements for release from confinement.

Lesson 3 Exercise Solutions

Answers

The table below lists the answers to the exercise items. If you have any questions about these items, refer to the paragraph referenced in the SECNAVINST 1640.9B.

Item	Answer	Reference
1	When a member from another command takes or accepts the prisoner outside the security perimeter.	7301.1
2	They shall be returned to the brig for completion of confinement, utilizing the DD 629.	7302.1f
3	<ul style="list-style-type: none">a. Travel and incidental costs of prisoners shall be at no expense to the government.b. The use of space available government air transportation is authorized.c. The Commandant of the Marine Corps (POS-40) will provide Marine Corps prisoners Escorts. Periods for emergency leave shall be considered as time served in confinement, and the leave will be charged against the prisoner's leave balance, if any, for the period of absence.d. The visit should be short, ordinarily 24 hours, plus necessary travel time. This period may be lengthened at the discretion of the Commanding Officer.e. Prisoners on emergency leave will be carried on the out count of the facility.	7303.2

Continued on next page

Lesson 3 Exercise Solutions, Continued

Answers, cont'd

Item	Answer	Reference
4	Any commander of a prisoner, the Initial Review Officer (IRO), or, once charges have been referred, a military judge detailed to the court-martial to which the charges against the accused have been referred, may direct release from pre-trial confinement.	7304.1
5	a. Upon expiration of the term of confinement. b. Upon direction of proper appellate authority.	7304.1a
6	To effect every final release from confinement.	7304.2
7	The release date is the date confinement is completed. To facilitate administration, a prisoner whose release date falls on a Saturday, Sunday, or national holiday shall have all necessary administrative procedures completed at least by the workday immediately preceding such days; however, the release will be effected on the actual date of completion of confinement. When a prisoner is to be released on a weekend or holiday, the prisoner's command is to be notified during the week prior to the prisoner's release. No person shall be held in confinement beyond the normal release date to complete administrative disciplinary punishments, await transportation, complete forfeiture of pay, or because of indebtedness to the government.	7304.5

Lesson Summary

In this lesson, you learned the release of prisoners. If you have correctly answered the above questions, you are ready for the next study unit. If not, read the text again and attempt to better your responses. The next lesson will cover transfer and transportation of prisoners.

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LESSON 4

TRANSFER AND TRANSPORTATION OF PRISONERS

Overview

Introduction

This lesson covers how prisoners are transferred between facilities. It provides policy on the management of transportation. This includes funding, expenses, and authorization of all travel.

Learning Objectives

After completing this lesson, you will be able to

- State who must coordinate transfer of Marine Corps prisoners to Fort Leavenworth.
 - State where prisoner turnover is normally made.
 - State how many maximum custody prisoners are permitted for transportation in a single flight.
 - State how many prisoners are permitted for transportation in a single flight.
 - State what all trained prisoner escorts must carry during the performance of their duties.
-

Study Assignment

This lesson requires you to read SECNAVINST 1640.9B, Chapter 7, Section 4. When you finish the reading assignment, complete the lesson 4 exercise that follows on the next page.

Lesson 4 Exercise

Directions Complete exercise items 1 through 5 by performing the actions required. Check your answers against those listed at the end of the lesson.

Item 1 State who must coordinate transfer of Marine Corps prisoners to Fort Leavenworth.

Item 2 State where prisoner turnover is normally made.

Item 3 State how many maximum custody prisoners are permitted for transportation in a single flight.

Item 4 State how many prisoners are permitted for transportation in a single flight.

Item 5 State what all trained prisoner escorts must carry during the performance of their duties.

Lesson 4 Exercise Solutions

Answers

The table below lists the answers to the exercise items. If you have any questions about these items, refer to the paragraph referenced in the SECNAVINST 1640.9B.

Item	Answer	Reference
1	The Commandant of the Marine Corps (POS-40)	7402.1b
2	The receiving brig	7402.2b
3	One	7404.2b(1)
4	Eight	7404.2(3)
5	Escort identification cards	7406

Lesson Summary

In this lesson, you learned about transfer and transportation of prisoners. If you have correctly answered the above questions, you are ready for the next study unit. If not, read the text again and attempt to better your responses.

Study Unit Summary

In this study unit, you learned prisoner confinement, release, transfer, and transportation. In the next study unit, you will learn about administrative matters pertaining to corrections.

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STUDY UNIT 8

ADMINISTRATIVE MATTERS

Introduction

Scope This study unit covers the administration of records and reports, personal property, correspondence procedures and the visitation program. This subject area could be considered as the glue that holds everything together. You will find the administrative tasks contained in this study unit are as important as the physical security of the facility.

- Learning Objectives** After completing this study unit, you should be able to
- Describe the records and reports used in naval correctional facilities.
 - Explain the policy for handling personal property.
 - Describe the miscellaneous administrative subjects.
-

In This Study Unit This study unit contains the following lessons.

Topic	See Page
Records and Reports	8-3
Personal Property	8-11
Miscellaneous Administrative Subjects	8-15

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LESSON 1

RECORDS AND REPORTS

Overview

Introduction This lesson covers the administration of correctional records and reports. It also discusses matters pertaining to privacy act, and the use of logs.

Learning Objectives After completing this lesson, you should be able to

- Explain the security of prisoner files.
- State the requirements for logs.
- State when a Privacy Act statement is required.
- List the five logs that are required for maintenance by the brig.
- Explain the requirements of the brig log.
- Explain the content of the medical log.
- Explain the content of the visitors log.
- Explain the content of the privileged correspondence log.
- Explain the content of the disciplinary log.
- State when can a person be confined without a confinement order.
- Explain the requirements for results of trial.
- State the two exceptions to wearing of a prisoner identification badge.

Continued on next page

Overview, Continued

Learning Objectives, cont'd

- State what name a prisoner should use following an official name change during confinement.
 - Explain the disposition of prisoner records.
 - List four incidents that are required to be reported by submission of an incident report.
-

Study Assignment

This lesson requires you to read SECNAVINST 1640.9B, Chapter 8, Section 1. When you finish the reading assignment, complete the lesson 1 exercise that follows on the next page.

Lesson 1 Exercise

Directions Complete exercise items 1 through 16 by performing the actions required. Check your answers against those listed at the end of this lesson.

Item 1 Explain the security of prisoner files.

Item 2 State the requirements for logs.

Item 3 State when a Privacy Act statement is required.

Item 4 List the five logs that are required for maintenance by the brig.

Continued on next page

Lesson 1 Exercise, Continued

Item 5

Explain the requirements of the brig log.

Item 6

Explain the content of the medical log.

Item 7

Explain the content of the visitors log.

Item 8

Explain the content of the privileged correspondence log.

Item 9

Explain the content of the disciplinary log.

Continued on next page

Lesson 1 Exercise, Continued

Item 10 State when a person can be confined without a confinement order.

Item 11 Explain the requirements for results of trial.

Item 12 State the two exceptions to wearing of a prisoner identification badge.

Item 13 State what name a prisoner should use following an official name change during confinement.

Item 14 Explain the disposition of prisoner records.

Continued on next page

Lesson 1 Exercise, Continued

Item 15

Explain the disposition of logs.

Item 16

List four incidents that are required to be reported by submission of an incident report.

Lesson 1 Exercise Solutions

Answers

The table below lists the answers to the exercise items. If you have any questions about these items, refer to the paragraph referenced in the SECNAVINST 1640.9B.

Item	Answer	Reference
1	All prisoner files are private and only personnel who have a need to know certain information in the performance of their official duties may have access to a given file or piece of information. Under no circumstances shall prisoners be assigned to functions where they have access to files or information about other prisoners.	8101.2
2	All logs maintained by the facility shall be bound ledgers with consecutively pre-printed numbered pages.	8101.4
3	Privacy Act statements are required if personal information is being solicited from the individual.	8102.1
4	a. Brig Log b. Medical Log c. Visitor's Log d. Privileged Correspondence Log e. Disciplinary Log	8104-8108
5	The brig log is a permanent daily record of the operation of the brig. It is maintained by the control center supervisor on duty and is kept in chronological order.	8104
6	Prisoner's name, social security number, date of treatment, nature of complaint, and treatment administered.	8105
7	The entry shall show the date of visit, time in and time out, the printed name, address, and signature of the visitor, name of person visited, and name or initials of the staff members who admit and release the visitor.	8106
8	This log will show date received/mailed, addresser, addressee, and initials of mail supervisor, and signature of prisoner indicating date of receipt.	8107
9	The log shall contain chronological entries showing the date of the offense, the prisoner's name, social security number, a brief statement of the offense, the name of the person making the report, and the punishment imposed.	8108

Continued on next page

Lesson 1 Exercise Solutions, Continued

Answers, cont'd

10	When the committing officer furnishes a statement signed by him or her, of the offenses charged against the individual.	8109.1-2
11	When the results of a court-martial change the basis for confinement, a report of results of trial signed by the trial counsel shall be prepared, as appropriate, reflecting the change of status. The results of trial shall be delivered to the brig at the time the prisoner is returned to the brig from the court-martial.	8109.2e
12	The only exceptions to this requirement shall be Installation Custody prisoners when they are outside the brig, and segregated prisoners in their cells.	8110.1
13	Staff will call prisoners by their committed names, and prisoners will be instructed they must answer when called by their committed names.	8110.5
14	Prisoner records will be retained at the brig for two years, and then grouped and forwarded to the appropriate Federal Records Center.	8114.1
15	Prisoner records will be maintained for two years from the date of the last entry, or when total accumulation is at least one cubic foot, whichever is later and then retired to the appropriate Federal Records Center.	8114.2
16	<ul style="list-style-type: none"> a. Death of a prisoner b. Suicide, or attempt, by a prisoner or staff member c. Mass strike or disruptive action d. Incidents with racial overtones e. Incidents of maltreatment or abuse of prisoners f. Escape or attempted escapes g. Use of deadly force h. Other incidents which could result in embarrassment or focus public attention on the brig 	8115

Lesson Summary

This lesson covered records and reports. If you correctly answered the above questions, you are ready to move on to the next lesson. If not, go back and read the text again until you can answer most of the exercise items correctly. This next lesson will cover personal property.

LESSON 2

PERSONAL PROPERTY

Overview

Introduction This lesson covers the proper handling of prisoner personal property, expenditures made on behalf of the prisoner, and uniform requirements.

Learning Objectives After completing this lesson, you should be able to

- Explain the restrictions on valuables and other prisoner personal property.
- State two restrictions on health and comfort items.
- Explain the two provisions for wearing the service uniform.

Study Assignment This lesson requires you to read SECNAVINST 1640.9B, Chapter 8, Section 2. When you finish the reading assignment, complete the lesson 2 exercise that follows on the next page.

Lesson 2 Exercise

Directions Complete exercise items 1 through 3 by performing the actions required.
Check your answers against those listed at the end of this lesson.

Item 1 Explain the restrictions on valuables and other prisoner's personal property.

Item 2 State two restrictions on health and comfort items.

Item 3 Explain the two provisions for wearing the service uniform.

Lesson 2 Exercise Solutions

Answers

The table below lists the answers to the exercise items. If you have any questions about these items, refer to the paragraph referenced in the SECNAVINST 1640.9B.

Item	Answer	Reference
1	Prisoners shall not be permitted to retain in their possession Armed Forces Identification Cards, money, credit cards, checks, jewelry, or similar negotiable personal property of value. Wedding rings and small religious medals are permitted, and the Commanding Officer may authorize retention of other items of limited intrinsic value.	8201
2	No glass or aerosol containers are permitted.	8211.2
3	A prisoner is required to have one complete uniform of the day with insignia, emblems, decorations, and ribbons to which entitled for all appearances in court. A prisoner may be permitted to wear the uniform of the day of his or her service during visits, and on other occasions approved by the commanding officer.	8213.1c

Lesson Summary

This lesson covered personal property. If you correctly answered the above questions, you are ready for the next lesson. If not, go back and read the text again until you can answer most of the exercise items correctly. The next lesson will cover miscellaneous administrative subjects.

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LESSON 3

MISCELLANEOUS ADMINISTRATIVE SUBJECTS

Overview

Introduction This lesson covers visitation policy, correspondence procedures, telephone use, and privileged communications. It also covers the requirement for fingerprint submissions, and victim and witness programs.

Lesson Objectives After completing this lesson, you should be able to

- Explain the policy on correspondence.
- Explain the policy on visitation.
- Explain the policy on inspection of mail.
- Explain the provisions for mail written in a foreign language.
- List four individuals with whom a prisoner may have privileged correspondence.
- Explain the procedures for telephone calls.
- State the requirements for submission of fingerprint cards.

Study Assignment This lesson requires you to read SECNAVINST 1640.9B, Chapter 8, Section 3. When you finish the reading assignment, complete the lesson 3 exercise that follows on the next page.

Lesson 3 Exercise

Directions Complete exercise items 1 through 7 by performing the actions required. Check your answers against those listed at the end of the lesson.

Item 1 Explain the policy on correspondence.

Item 2 Explain the policy on visitation.

Item 3 Explain the policy on inspection of mail.

Item 4 Explain the provisions for mail written in a foreign language.

Continued on next page

Lesson 3 Exercise, Continued

Item 5

List four individuals with whom a prisoner may have privileged correspondence.

Item 6

Explain the procedures for telephone calls.

Item 7

State the requirements for submission of fingerprint cards.

Lesson 3 Exercise Solutions

Answers

The table below lists the answers to the exercise items. If you have any questions about these items, refer to the paragraph referenced in the SECNAVINST 1640.9B.

Item	Answer	Reference
1	All prisoners shall be permitted to write personal letters without numerical limit, and receive all incoming mail regardless of their disciplinary status, unless this privilege has been restricted, or unless the volume of a prisoner's mail constitutes interference with the orderly administration of the facility.	8301.2b
2	Visiting periods shall be established and included in the plan of the day on all non-working days, such as weekends and holidays. Where conditions permit, prisoners shall be permitted to receive visitors for at least two hours on each visiting day. No limitations will be imposed as to the number of persons who may visit with a prisoner, except due to space restrictions, or to maintain security, control, or to exclude persons disapproved by the brig officer for cause.	8301.2a
3	All prisoner mail, except privileged correspondence, shall be subject to inspection. Should a prisoner refuse to accept any or all mail, he or she should sign a statement to that effect. The mail shall be marked "Refused" and returned unopened to the sender. The signed statement of refusal shall be filed in the prisoner's file.	8301.4
4	Mail written in a foreign language will not be rejected solely due to the lack of an interpreter. In the absence of an interpreter, and no reason to believe the letter represents interference to the security or good order of the brig, mail written in a foreign language will be promptly delivered to the appropriate prisoner.	8301.5d

Continued on next page

Lesson 3 Exercise Solutions, Continued

Answers,
cont'd

Item	Answer	Reference
5	a. The President b. The Vice-President c. Members of Congress d. The Attorney General e. The Judge Advocate General, or his or her representatives f. The prisoner's defense counsel g. Any military or civilian attorney of record h. Any attorney listed in professional or other directories, or an attorney's representative	8301.8
6	Telephone calls to or by prisoners will be at the expense of the outside party, except in emergencies, and will be permitted when it is considered to be in the best interest of the prisoner's morale and will aid in the resolution of immediate personal problems. With the prisoner's knowledge, the supervisor may be physically present during a telephone conversation, and may listen to the prisoner's side of a non-privileged telephone call. Privileged calls are to be verified for the authenticity of the caller, but will not be monitored.	8301.17
7	Brigs shall submit an FBI fingerprint card (FD 258) on all adjudged prisoners who are sentenced to a punitive discharge or dismissal, and convicted of an offense that is not "military unique," (e.g., unauthorized absence), and that carries a possible maximum sentence to confinement of one year or more. Cards will not be submitted to the Commandant of the Marine Corps (POS-40) until the Convening Authority's approval of the sentence.	8304

Continued on next page

Lesson 3 Exercise Solutions, Continued

**Lesson
Summary**

This lesson covered miscellaneous administrative subjects. If you correctly answered the above questions, you are ready for the next study unit. If not, go back and read the text again until you can answer most of the exercise items correctly.

**Study Unit
Summary**

This study unit covered the administrative matters pertaining to correctional facilities. In the next study unit, you will learn about sentence computation.

STUDY UNIT 9

SENTENCE COMPUTATION

Introduction

Scope When a prisoner is sentenced to confinement, it is your job to compute the sentence ordered by the judge. The computation must be accurate, as not to violate the prisoners' rights by adding more confinement days than ordered. This study unit covers the terms used in all computations. It will also teach you how to compute sentences, good time, and earned time.

Learning Objectives After completing this study unit, you should be able to

- Explain computation terms.
- Compute good/earned time.
- Compute a sentence.

In This Study Unit This study unit contains the following lessons.

Topic	See Page
Computation Definitions	9-3
Good Conduct/Earned Time Policy	9-11
Sentence Computation	9-17

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LESSON 1

COMPUTATION DEFINITIONS

Overview

Introduction This lesson covers the definitions of terms pertaining to the computation of sentences.

Learning Objectives After completing this lesson, you should be able to

- Define good conduct time.
 - Define earned time.
 - Define inoperative time.
 - Define full-term maximum release date.
 - Define normal release date.
 - Define adjusted release date.
 - Define the term adjudged.
 - Define the term suspend.
 - Define the term defer.
 - Define the term vacate.
 - Define the term aggregate.
-

Study Assignment This lesson requires you to read SECNAVINST 1640.9B, Chapter 9, Section 1. When you finish the reading assignments, complete the lesson 1 exercise that follows.

Continued on next page

Overview, Continued

References Used In This Lesson

- The American Heritage Dictionary, 2nd College Edition. 1982, Houghton Mifflin Company.
 - Black's Law Dictionary, Pocket Edition. 1996, West Publishing Company, St. Paul.
-

Definitions

Directions Use the following definitions to assist you in understanding the terms used in the computation of sentences.

Adjudged Determined or decided by judicial procedure. *The trial was adjudged on 23 October 1998.*

Aggregated Gathered into a mass or sum to constitute a whole; total. *The two sentences were aggregated.*

Defer To put off until a future time, delay. *The sentence to 2 months confinement was deferred until January.*

Suspend To hold in abeyance, postpone, defer. *The sentence to 2 months confinement was suspended, providing the subject committed no further violations.*

Vacate To make void, nullify, cancel. *The suspension of 2 months confinement was vacated after the suspect was apprehended for DWI; therefore, he was returned to the brig to fulfill his obligation of confinement.*

Lesson 1 Exercise

Directions Complete exercise items 1 through 11 by performing the actions required.
Check your answers against those listed at the end of this lesson.

Item 1 Define good conduct time.

Item 2 Define earned time.

Item 3 Define inoperative time.

Item 4 Define full-term maximum release date. *

*Later referred to as full-term release date.

Continued on next page

Lesson 1 Exercise, Continued

Item 5 Define normal release date.

Item 6 Define adjusted release date.

Item 7 Define the term adjudged.

Item 8 Define the term suspend.

Item 9 Define the term defer.

Continued on next page

Lesson 1 Exercise, Continued

Item 10

Define the term vacate.

Item 11

Define the term aggregate.

Lesson 1 Exercise Solutions

Answers

The table below lists the answers to the exercise items. If you have any questions about these items, refer to the paragraph referenced in the SECNAVINST 1640.9B.

Item	Answer	Reference
1	A deduction from the term of a sentence when a prisoner's record of conduct shows that he or she has faithfully observed all the rules and regulations.	9102.1
2	A deduction from the term of a sentence for actual employment in an industry or for exceptionally meritorious service in performance of duties concerning institutional operations.	9102.2
3	Any period during which prisoners are not credited with serving their sentence to confinement.	9102.3
4	The entire sentence to confinement (to include the addition of any added sentence(s)) without reduction in time for good conduct but with reduction in time for pretrial credit, judicial credit, and adjustment for crossing the international date line.	9102.4
5	The date determined by subtracting the maximum credit for earnable good time, earned time, forfeited good conduct/earned time, and court awarded credit from the full term release date of the sentence.	9102.5
6	The date determined by adding forfeited good time and inoperative time and by subtracting time for which a prisoner is given credit to include earned time and restored good conduct time/earned time.	9102.6
7	Determined or decided by judicial procedure.	9-2
8	To hold in abeyance, defer.	9-2
9	To put off until a future time.	9-2
10	To make void, annul.	9-2
11	Gathered into a mass or sum to constitute a whole, total.	9-2

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LESSON 2

GOOD CONDUCT/EARNED TIME POLICY

Overview

Introduction This lesson covers the computation of good conduct time and earned time.

Learning Objectives After completing this lesson, you should be able to

- State the policy on good conduct time.
 - Explain the rate of earning for good conduct time.
 - Explain the forfeiture of good conduct time.
 - State what action and/or authority can reduce a sentence.
 - Compute good time.
 - Explain the awarding of earned time.
-

Study Assignment This lesson requires you to read SECNAVINST 1640.9B, Chapter 9, Section 2. When you finish the reading assignment, complete the lesson 2 exercise that follows on the next page.

Lesson 2 Exercise

Directions Complete exercise items 1 through 7 by performing the actions required. Use the Job Aid included with your course materials to complete this exercise. Check your answers against those listed at the end of the lesson.

Item 1 State the policy on good conduct time.

Item 2 Explain the rate of earning for good conduct time.

Item 3 Explain the forfeiture of good conduct time.

Continued on next page

Lesson 2 Exercise, Continued

Item 4

State what action and/or authority can reduce a sentence.

Item 5

Compute good time. A prisoner who was serving a 7-month sentence appeared at a subsequent court-martial and received an additional 6-month sentence. Although the last adjudged sentence automatically interrupts the original sentence, the sentences shall be considered in the aggregate to determine the rate of earning of good time. What is the total number of good time that could be earned?

Item 6

Compute good time. A prisoner was adjudged on 21 Aug 2001. He received an original sentence of 15 months confinement; but it was reduced to 10 months confinement on 22 Nov 2001 by convening authority. What is the prisoner's total earnable good time?

Item 7

Explain the awarding of earned time.

Lesson 2 Exercise Solutions

Answers

The table below lists the answers to the exercise items. If you have any questions about these items, refer to the paragraph referenced in the SECNAVINST 1640.9B.

Item	Answer	Reference
1	Prisoners serving a definite sentence to confinement, other than: a death sentence, confinement for life, or those sentenced to confinement as a result of article 15 punishment, (Bread and Water (B&W)), shall be entitled to a reduction in confinement time for good conduct and faithful observance of all rules and regulations. The reduction in the term of confinement shall begin with the day on which the sentence commences to run and shall be credited monthly and computed in accordance with the expiration table.	9201.1
2	<ul style="list-style-type: none"> a. Five days for each month of the sentence if the sentence is less than 1 year. b. Six days for each month of the sentence if the sentence is at least 1 year but less than 3 years. c. Seven days for each month of the sentence if the sentence is at least 3 years but less than 5 years. d. Eight days for each month of the sentence if the sentence is at least 5 years but less than 10 years. e. Ten days for each month of the sentence if the sentence is 10 years or more. f. For sentences involving portions of months or days in the sentence to confinement, use the "Rate of Earning" table. 	9202.1
3	The CO/OIC may direct forfeiture of any or all good time earned by a prisoner. Any good time or earned time will be forfeited by escape only after due process by a disciplinary and adjustment board action. In the case of parole violation or vacation of suspended sentences, any good time or earned time will be forfeited. Good conduct time is earned and lost on a basis of the monthly anniversary date of the start of the sentence, not on a calendar month basis.	9203
4	Reviewing authorities, or clemency action.	9205.1

Continued on next page

Lesson 2 Exercise Solutions, Continued

Answers,
cont'd

Item	Answer	Reference
5	78	9205.1
6	53	9205.1
7	<ul style="list-style-type: none">a. Earned time may be awarded to any prisoner based on his or her record of confinement when specifically authorized.b. It should be awarded selectively and is intended to reward sustained extra effort and meritorious performance of duty.c. It should be earned through demonstrated excellence in performance of work and training.d. It should not be granted if good conduct time forfeitures remain outstanding.e. Earned time may be granted at a rate not to exceed 3 days per month during the first year of confinement, and not to exceed 7 days per month in subsequent years of confinement.f. Earned time may be prorated for fractions of months and will be awarded as a result of a specific unit or disposition board decision, not as a routine administrative procedure.g. Earned time may be forfeited and restored in the same manner as good timeh. Earned time shall advance a prisoner's normal release date on a day-for-day basis as earned.	9206.2

Lesson Summary

In this lesson, you learned how to compute good time and earned time. If you correctly answered the above questions, you are ready for the next lesson. If you have not correctly answered the above questions, go back, read the text again, and attempt to better your responses. The next lesson will cover sentence computation.

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LESSON 3

SENTENCE COMPUTATION

Overview

Introduction This lesson teaches you how to compute sentences using various situations.

Learning Objectives After completing this lesson, you should be able to

- State the start date for sentence computation involving a suspended sentence.
- Perform a sentence computation for days.
- Perform a sentence computation for months.
- Perform a sentence computation for years.
- Perform a sentence computation for years and days.
- Perform a sentence computation for years and months.
- Perform a computation for a deferred sentence.
- Perform a computation for a sentence involving forfeited good time.
- State the only reason for confinement sentence interruption.
- Perform a computation for a sentence involving inoperative time.
- State the two purposes for which multiple sentences to confinement would be considered in the aggregate.
- Perform a computation for a sentence involving multiple sentences.
- State how good time should be credited after a rehearing.

Continued on next page

Overview, Continued

Learning Objectives, cont'd

- Perform a computation for a sentence for a rehearing or retrial.
 - State how the release date is adjusted when crossing the international dateline from east to west.
 - State who may order credit for pre-trial confinement.
 - State the proper course of action when a prisoner fails to fulfill a pretrial agreement.
 - State the policy on honoring pre-trial agreements.
-

Study Assignment

This lesson requires you to read SECNAVINST 1640.9B, Chapter 9, Section 3. When you finish the reading assignment, complete the lesson 3 exercise that follows on the next page.

Lesson 3 Exercise

Directions Complete exercise items 1 through 19 by performing the actions required. Use the Job Aid included with your course materials to complete this exercise. Check your answers against those listed at the end of this lesson.

Item 1 State the start date for confinement when a sentence to confinement was suspended, and the suspension was later vacated.

Item 2 Perform a sentence computation for days. A prisoner was adjudged on 8 January 1995 to 30 days confinement. Use the job aid to assist computing the dates for sentences involving days. What is the full-term release date?

	<u>YR</u>	<u>MO</u>	<u>DA</u>	<u>Expiration Table#</u>
Date Adjudged	—	—	—	—
Sentenced to 30 days				+ <u> 30</u>
Less 1 day				- <u> 01</u>
Full-term release date	—	—	—	—
Less earnable good time				- <u> </u>
Normal release date	—	—	—	—

Item 3 Using item 2, identify the normal release date.

950108 (20462)
 950207 (20492)
 950206 (20491)
 950201 (20486)

Continued on next page

Lesson 3 Exercise, Continued

- Item 4** Perform a sentence computation for months. A prisoner was adjudged on 3 August 1995 to 2 months confinement. Use the job aid to assist computing the dates for sentences involving months. What is the full-term release date?

	<u>YR</u>	<u>MO</u>	<u>DA</u>	Expiration <u>Table#</u>
Date Adjudged	___	___	___	
Sentenced to 2 months	+___	___	___	
	___	___	___	
Less 1 day				- <u>01</u>
Full-term release date	___	___	___	___
Less earnable good time				- <u> </u>
Normal release date	___	___	___	___

- Item 5** Perform a sentence computation for years. A prisoner was adjudged on 15 February 1995 to 4 years confinement. Use the Job Aid to assist computing the dates for sentences involving years. What is the normal release date?

	<u>YR</u>	<u>MO</u>	<u>DA</u>	Expiration <u>Table#</u>
Date Adjudged	___	___	___	
Sentenced to 4 years	+___	___	___	
	___	___	___	
Less 1 day				- <u>01</u>
Full-term release date	___	___	___	___
Less earnable good time				- <u> </u>
Normal release date	___	___	___	___

Continued on next page

Lesson 3 Exercise, Continued

Item 6 Perform a sentence computation for years and days. On 26 June 1991, a prisoner is sentenced to 2 years and 75 days confinement. What is the prisoner's earnable good credit time?

	<u>YR</u>	<u>MO</u>	<u>DA</u>	Expiration <u>Table#</u>
Date adjudged	—	—	—	
Sentence to: 2 years	<u>02</u>	—	—	
75 days	—	—	—	+ <u>75</u>
Less 1 day	—	—	—	- <u>01</u>
Full-term release date	—	—	—	—
Less earnable good time				- <u> </u>
Normal release date	—	—	—	—

Item 7 Perform a sentence for years and months. On 17 December 1990, a prisoner is sentenced to 2 years and 2 months confinement. What is the prisoner's normal release date?

	<u>YR</u>	<u>MO</u>	<u>DA</u>	Expiration <u>Table#</u>
Date adjudged	—	—	—	
Sentence to: 2 years	<u>02</u>	—	—	
2 months	—	—	—	
Less 1 day	—	—	—	- <u>01</u>
Full-term release date	—	—	—	—
Less earnable good time				- <u> </u>
Normal release date	—	—	—	—

Continued on next page

Lesson 3 Exercise, Continued

Item 8 Correctly perform a computation for a deferred sentence. On 19 December 1995, a prisoner is sentenced to 1 month. The confinement was deferred until convening authority's approval on 9 January 1996. What is the prisoner's normal release date?

	<u>YR</u>	<u>MO</u>	<u>DA</u>	Expiration <u>Table#</u>
Date adjudged	___	___	___	
Sentence to: 1 month		___		
Less 1 day	___	___	___	- ___ 01
Full-term release date	___	___	___	_____
Less earnable good time				- _____
Normal release date	___	___	___	_____

Item 9 Correctly perform a computation for a sentence involving forfeited good time. A sentence of 4 months confinement was adjudged on 17 October 1997. The prisoner forfeited 10 of his/her good time for a rules violation on 30 December 1997. What is the prisoner's actual release date?

	<u>YR</u>	<u>MO</u>	<u>DA</u>	Expiration <u>Table#</u>
Date adjudged	___	___	___	
Sentence to: 4 months		___		
Less 1 day	___	___	___	- ___ 01
Full-term release date	___	___	___	_____
Less earnable good time				- _____
Normal release date	___	___	___	_____
* Plus forfeited time				+ _____
Actual Release Date				_____

Continued on next page

Lesson 3 Exercise, Continued

Item 10

State the only reason for confinement sentence interruption.

Item 11

Correctly perform a computation for a sentence involving inoperative time. A sentence of 6 months confinement was adjudged on 13 May 1991. On 12 June 1991, after 1 month of confinement the prisoner escapes. The prisoner was captured by authorities and returned to military confinement on 11 June 1992. What is the adjusted release date for the prisoner?

	<u>YR</u>	<u>MO</u>	<u>DA</u>	<u>Expiration Table#</u>
Date adjudged	___	___	___	
Sentence to: 6 months		___		
Less 1 day	___	___	___	- <u> 01</u>
Full-term release date	___	___	___	_____
Less earnable good time				- _____
Normal release date	___	___	___	_____
* Plus inoperative time				+ _____
** Plus forfeited time				+ _____
Adjusted Release Date				_____
<ul style="list-style-type: none"> • Inoperative time computation 				
Day apprehended	___	___	___	_____
Less day escaped	___	___	___	_____
Less 1 day	___	___	___	- <u> 01</u>
Total inoperative time				_____
** Forfeited GCT				
Day escaped	___	___	___	_____
Less date adjudged	___	___	___	_____
Days confined				_____

Continued on next page

Lesson 3 Exercise, Continued

Item 12

State the two purposes for which multiple sentences to confinement would be considered in the aggregate.

Continued on next page

Lesson 3 Exercise, Continued

Item 13

Correctly perform a computation for a sentence involving multiple sentences. A sentence of 6 six months confinement was adjudged on 15 June 1991. On 10 August 1991 the prisoner was adjudged again for additional 6 months of confinement. What is the new normal release date for the prisoner?

	<u>YR</u>	<u>MO</u>	<u>DA</u>	Expiration <u>Table#</u>
Date adjudged	___	___	___	
Sentence to:	___	___	___	
Less 1 day	___	___	___	- <u>01</u>
Full-term release date	___	___	___	___
Less earnable good time				- <u> </u>
Normal release date	___	___	___	___

Full-term release date	___	___	___	___
Sentence interrupted	___	___	___	___
Remaining time to serve on original sentence		___	___	

Assuming the individual remained in confinement, as indicated in the example, computation of GCT should be as follows:

Date adjudged	___	___	___	
Sentence to:	___	___	___	
Less 1 day	___	___	___	- <u>01</u>
Full-term release date	___	___	___	___
Plus remainder of original sentence	___	___	___	___
Aggregated full-term release	___	___	___	___
Less earnable good time				- <u> </u>
Normal release date	___	___	___	___

Continued on next page

Lesson 3 Exercise, Continued

Item 14

State how good time should be credited after a rehearing.

Item 15

Correctly perform a computation for a sentence for a rehearing or retrial. A prisoner received a sentence of 8 months confinement, adjudged on 1 April 1989. The case was reheard on 1 October 1990 and adjudged on 1 December 1990 to 4 years confinement. What is the normal release date for the prisoner?

	<u>YR</u>	<u>MO</u>	<u>DA</u>	Expiration <u>Table#</u>
Date adjudged	___	___	___	
Sentence to:	___	___	___	
	___	___	___	
Less 1 day				- <u>01</u>
Full-term release date	___	___	___	___
Reduction (New sentence) -	___	___	___	
Full-term release date	___	___	___	___
Less possible GCT*				- ___

Less GCT earned**				- ___
Normal release date	___	___	___	___

*Possible GCT

Full-term release	___	___	___	___
Date new sentence begins -	___	___	___	___
Sentence remaining =	___	___	___	___

(Use Sentence Remaining data to compute rate of earning.)

**Use the rate of earning table to compute the GCT earned at rate of original sentence up to the date of the second adjudgement. This will provide the GCT earned, provided the prisoner had no forfeiture(s).

Continued on next page

Lesson 3 Exercise, Continued

Item 16 State how the release date is adjusted when crossing the international date line from east to west.

Item 17 State who may order credit for pre-trial confinement.

Item 18 State the proper course of action when a prisoner fails to fulfill a pretrial agreement.

Item 19 State the policy on pre-trial agreements.

Lesson 3 Exercise Solutions

Answers

The table below lists the answers to the exercise items. If you have any questions about these items, refer to the paragraph referenced in the SECNAVINST 1640.9B.

Item	Answer	Reference
1	Date suspension was vacated	9301.1
2	950206	9303.3b
3	950201	9303.3b
4	951002	9303.3c
5	980315	9303.3d
6	159	9303.3e
7	920820	9303.3f
8	960203	9303.3g
9	980206	9303.3h
10	Inoperative time	9304
11	921016	9304
12	a. To determine the rate of earning good time b. For computing the date of eligibility for parole.	9305.1
13	920402	9305.3
14	Only once	9306
15	920409	9306
16	Add 1 day	9307.1
17	Convening or reviewing authority	9311
18	If no fault of the prisoner, the prisoner will be released on the approved release date; otherwise, a hearing shall be conducted.	9313.3
19	Most pretrial agreement are honored and binding, as such, the brig must be prepared to release the prisoner based on the pretrial agreement if the convening authority's action is not prior to the pretrial agreement release date.	9313

Lesson Summary

If you correctly answered the above questions, you are ready for the next study unit. If you have not correctly answered the above the questions, go back, read the text again, and attempt to better your responses. In this lesson, you learned how to compute confinement sentences using various situations.

Continued on next page

Lesson 3 Exercise Solutions, Continued

Study Unit Summary

In this study unit, you learned sentence terms and their definitions, the computation of good time, earned time, and overall sentence computation. In the next study unit, you will learn about the miscellaneous services rendered to prisoners confined in naval correctional facilities.

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STUDY UNIT 10

MISCELLANEOUS SERVICES

Introduction

Scope

You will most likely find rich and fulfilling service programs in facilities that provide solid rehabilitation programs to their prisoner population. This study unit covers the medical and support services found in naval correctional facilities.

Learning Objectives

After completing this study unit, you should be able to

- Identify the medical services provided in a naval correctional facility.
 - Identify the support services provided in a naval correctional facility.
-

In This Study Unit

This study unit contains the following lessons.

Topic	See Page
Medical Services	10-3
Support Services	10-7

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LESSON 1

MEDICAL SERVICES

Overview

Introduction This lesson covers the medical services provided to the prisoners and brig staff of naval correctional facilities.

Learning Objectives After completing this lesson, you should be able to

- List the four responsibilities of the medical officer.
- State the matters on which the medical officer advises the commanding officer.
- State who is authorized to issue medication.
- Explain the regulation and procedures for a quarter's supervisor to issue medication.
- List the records the brig medical section maintains.
- List the four support services within the brig.

Study Assignment This lesson requires you to read SECNAVINST 1640.9B, Chapter 10, Section 1. When you finish the reading assignment, complete the lesson 2 exercise that follows on the next page.

Lesson 1 Exercise

Directions Complete exercise items 1 through 6 by performing the actions required. Check your answers against those listed at the end of this lesson.

Item 1 List the four responsibilities of the medical officer.

Item 2 State the matters on which the medical officer advises the commanding officer.

Item 3 State who is authorized to issue medication.

Item 4 Explain the regulation and procedures for a quarter's supervisor to issue medication.

Continued on next page

Lesson 1 Exercise, Continued

Item 5

List the records the brig medical section maintains.

Item 6

List the four support services within the brig.

Lesson 1 Exercise Solutions

Answers

The table below lists the answers to the exercise items. If you have any questions about these items, refer to the paragraph referenced in the SECNAVINST 1640.9B.

Item	Answer	Reference
1	a. Ensure daily sick call is conducted. b. Conduct physical examinations. c. Make referrals for dental care. d. Make psychiatric referral screenings.	10101
2	All matters pertaining to the physical condition and well being of both prisoners and staff.	10101
3	Medical personnel will administer controlled substances and medication for prisoners.	10101
4	Quarter's supervisors, trained by medical personnel, may administer prisoner medication, other than controlled substances, after working hours, as directed by medical personnel. Ensure the prisoner consumes medication in the presence of the Quarter's supervisor. Quarter's supervisors will keep a medication log that will be reviewed by a corpsman daily.	10102
5	Health and dental records of all prisoners.	10105
6	a. Mess deck b. Laundry c. Barber shop d. Library	10201 through 10204

Lesson Summary

In this lesson, you learned about the medical services provided to prisoners and staff members. If you correctly answered the above questions, you're ready for the next lesson. If you have not correctly answered the above questions, go back, read the text again, and attempt to better your responses. In the next lesson, you will learn about the support services provided to prisoners.

LESSON 2

SUPPORT SERVICES

Overview

Introduction This lesson covers the support services that may be available to prisoners confined in naval correctional facilities.

Learning Objectives After completing this lesson, you should be able to

- State the minimum amount of time prisoners have to eat their meals.
- State where prisoners in disciplinary segregation eat their meals.
- List three steps to follow if a prisoner refuses to eat.

Study Assignment This lesson requires you to read SECNAVINST 1640.9B, Chapter 10, Section 2. When you finish the reading assignment, complete the lesson 2 exercise that follows on the next page.

Lesson 2 Exercise

Directions Complete exercise items 1 through 3 by performing the actions required. Check your answers against those listed at the end of this lesson.

Item 1 State the minimum amount of time the prisoners have to eat their meals.

Item 2 State where prisoners in disciplinary segregation eat their meals.

Item 3 List three steps to follow if a prisoner refuses to eat.

Lesson 2 Exercise Solutions

Answers

The table below lists the answers to the exercise items. If you have any questions about these items, refer to the paragraph referenced in the SECNAVINST 1640.9B.

Item	Answer	Reference
1	Not less than 20 minutes	10201.1
2	In their cells.	10201.1
3	a. Note such refusal in the brig log and in the prisoner's file. b. Refer significant and prolonged deviation from a normal diet to the medical officer for consultation. c. Food will be offered at scheduled meal times and the opportunity to eat noted in the brig log.	10201.2

Lesson Summary

If you correctly answered the above questions, you are ready for the next study unit. If you have not correctly answered the above questions, go back, read the text again, and attempt to better your responses. In this lesson, you learned the support services provided to prisoners.

Study Unit Summary

In this study unit, you learned about the miscellaneous services provided by correctional facilities. In the next study unit, you will learn about ship's brigs.

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STUDY UNIT 11

SHIP'S BRIGS

Introduction

Scope This study unit covers the general policy and confinement policy regarding confinement on ship's brigs.

Learning Objectives After completing this study unit, you should be able to

- Explain the general policies to of a ship's brig.
 - Explain the confinement policies of a ship's brig.
-

In This Study Unit The study unit contains the following lessons.

Topic	See Page
General Policies	11-3
Confinement Policies	11-7

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LESSON 1

GENERAL POLICIES

Overview

Introduction This lesson covers the general policies pertaining to the operation of naval correctional facilities.

Learning Objectives After completing this lesson, you should be able to

- State the minimum number of staff members required when a person is confined.
- State the emergency bills the brig will incorporate
- State which prisoners will normally remain in their cells.
- State which sole log is required at all times.
- List the minimum documents contained in the prisoner file.
- State where the prisoner files will be maintained.
- Explain the disposition of prisoner funds and valuables.
- State the disposition of prisoner personal property.

Study Assignment This lesson requires you to read SECNAVINST 1640.9B, Chapter 11, Section 1. When you finish the reading assignment, complete the lesson 1 exercise that follows on the next page.

Lesson 1 Exercise

Directions Complete exercise items 1 through 8 by performing the actions required. Check your answers against those listed at the end of the lesson.

Item 1 State the minimum number of staff members required when a person is confined.

Item 2 State the emergency bills the brig will incorporate.

Item 3 State which prisoners will normally remain in their cells.

Item 4 State which sole log is required at all times.

Continued on next page

Lesson 1 Exercise, Continued

Item 5

List the minimum documents contained in the prisoner file.

Item 6

State where the prisoner files will be maintained.

Item 7

Explain the disposition of prisoner funds and valuables.

Item 8

State the disposition of prisoner personal property.

Lesson 1 Exercise Solutions

Answers

The tables below list the answers to the exercise items. If you have any questions about these items, refer to the paragraph referenced in the SECNAVINST 1640.9B.

Item	Answer	Reference
1	Two	11103.1
2	“Man Overboard” and “Abandon Ship” bills.	11104
3	Bread and water prisoners	11105
4	The brig log in most ships’ brigs is sufficient to account for prisoner movement. Other accountability systems or logs required in this manual may be incorporated in the brig log.	11106.1
5	a. Confinement Order (NAVPERS 1640/4) b. Initial Contact Sheet, (NAVPERS 1640/19), except for bread and water c. Disciplinary Reports (NAVPERS 1640/9) d. Inspection Report of Prisoner in Segregation (DD 509) e. Prisoner Release Order (DD 367)	11106.3
6	In the brig.	11106.3
7	Prisoner's funds and valuables will be deposited with the disbursing officer.	11107.1
8	Prisoner's division officer secures the prisoner's property until prisoner is released from confinement.	11107.2

Lesson Summary

This lesson covered the general policies regarding ship’s brigs. If you correctly answered the above questions, you are ready for the next lesson. If you have not correctly answered the above questions, read the text again and attempt to better your responses. The next lesson will cover confinement policies.

LESSON 2

CONFINEMENT POLICIES

Overview

Introduction This lesson covers the confinement policies of persons of special categories during armed conflicts.

Learning Objectives After completing this lesson, you should be able to

- Define the category of “EPW.”
- Define the category of “CI.”
- Explain the prohibition on internment dictated by international treaty law.
- Explain the detention policy of EPW/CI/DET on board naval vessels.

Study Assignment This lesson requires you to read SECNAVINST 1640.9B, Chapter 11, Section 2. When you finish the reading assignments, complete the lesson 2 exercise that follows.

Additional Recommended Reading

- Marine Corps Warfighting Publication (MCWP) 3-34.1, *Military Police In Support of the Marine Air-Ground Task Force* chapter 6.
- Marine Corps Reference Publication (MCRP) 4-11.8C, *Enemy Prisoners of War and Civilian Internees*.

These references can be located at <http://www.doctrine.quantico.usmc.mil/>, or at your local PME library.

Special Categories of Prisoners

Categories There are two special categories of prisoners during a time of armed conflict. They are enemy prisoners of war (EPWs) and Civilian Internees (CIs). Special handling of these personnel is required in accordance with current directives. The prisoners of war discussed in this course will be referred to as “Enemy Prisoners of War” (EPW) to avoid confusion with references to American POWs.

**Enemy
Prisoner of
War (EPW)**

The Geneva Conventions define EPWs as

- Members of the enemy armed forces as well as members of militias or volunteer corps forming part of such Armed Forces.
 - Members of other militias and members of other volunteer corps, including those of organized resistance movements, belonging to an enemy power and operating in or outside their own territory, even if this territory is occupied, provided that such militias or volunteer corps, including such organized resistance movements, fulfill the following conditions:
 - That of being commanded by a person responsible for his subordinates.
 - That of having a fixed distinctive sign recognizable at a distance.
 - That of carrying arms openly.
 - That of conducting their operations in accordance with the laws and customs of war.
-

**Civilian
Internees (CI)**

A civilian internee is a person who is protected under the provisions of the Geneva Conventions and is interned during an armed conflict or occupation for security reasons. Civilian internees can also be interned for their protection, for the protection of the occupying force, or because the individual is suspected or convicted of an offense against the detaining power and sentenced to internment in lieu of confinement. Civilian internees may take the form of the following:

- Unprivileged combatant
 - Displaced person
 - Refugee
 - Evacuee
 - Detainee (DET)
-

Law and Policy Regarding Special Categories

International Treaty Law

International treaty law expressly prohibits “internment” of EPWs other than in premises located on land.

Detention Policy

EPW/CI/DETs can be temporarily detained on naval vessels as follows:

- EPW/CI/DETs picked up at sea may be temporarily held on board as operational needs dictate, pending a reasonable opportunity to transfer them to a shore facility or to another vessel for evacuation to a shore facility.
 - EPW/CI/DETs may be temporarily held on board naval vessels while being transported between land facilities.
 - EPW/CI/DETs may be temporarily held on board naval vessels if such detention would appreciably improve their safety or health prospects.
 - Holding of EPW/CI/DETs on board vessels must be truly temporary, limited to the minimum period necessary to evacuate the individuals from the combat zone, or to avoid the significant harm the individual would face if detained on land.
 - The use of immobilized vessels for temporary holding of EPW/CI/DETs is not authorized without national command authority approval.
-

Lesson 2 Exercise

Directions Complete exercise items 1 through 4 by performing the actions required. Check your answers against those listed at the end of the lesson.

Item 1 Define the category of “EPW.”

Item 2 Define the category of “CI.”

Continued on next page

Lesson 2 Exercise, Continued

Item 3

Explain the prohibition on internment dictated by international treaty law.

Item 4

Explain the detention policy of EPW/CI/DET on board naval vessels.

Lesson 2 Exercise Solutions

Answers

The tables below list the answers to the exercise items. If you have any questions about these items, refer to the paragraph referenced in the SECNAVINST 1640.9B.

Item	Answer	Reference
1	a. Members of the enemy Armed Forces as well as members of militias or volunteer corps forming part of such Armed Forces. b. Members of other militias and members of other volunteer corps who fulfill the following conditions: <ul style="list-style-type: none"> • That of being commanded by a person responsible for his subordinates. • That of having a fixed distinctive sign recognizable at a distance. • That of carrying arms openly. • That of conducting their operations in accordance with the laws and customs of war. 	11- 5
2	A person who is protected under the provisions of the Geneva Conventions and is interned during an armed conflict or occupation for security reasons or because the individual is suspected or convicted of an offense against the detaining power and sentenced to internment in lieu of confinement.	11-5
3	International treaty law expressly prohibits “internment” of EPWs other than in premises located on land.	11-6
4	EPW/CI/DETs <ul style="list-style-type: none"> • Picked up at sea may be temporarily held on board as operational needs dictate, pending a reasonable opportunity to transfer them to a shore facility or to another vessel for evacuation to a shore facility • May be temporarily held on board naval vessels while being transported between land facilities • May be temporarily held on board naval vessels if such detention would appreciably improve their safety or health prospects • That are held on board vessels must be truly temporary 	11-6

Continued on next page

Lesson 2 Exercise Solutions, Continued

**Lesson
Summary**

If you correctly answered the above questions, you are ready for the next lesson. If not, read the text again and attempt to better your responses. This lesson covered the special categories of prisoners, and the law and policies regarding the special categories of prisoners.

**Study Unit
Summary**

In this study unit you learned the general requirements and policies of ship's brigs. You also learned the confinement policies concerning prisoners aboard a ship, and the special categories of prisoners. In the next study unit, you will learn the general requirements and policies pertaining to facilities used for detention.

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STUDY UNIT 12

DETENTION FACILITIES

Introduction

Scope This study unit covers the general policies and detention policies pertaining to all naval detention facilities.

Learning Objectives After completing this study unit, you should be able to

- Explain the general policy of naval detention facilities.
- Explain the detention policy of naval detention facilities.

In This Study Unit This study unit contains the following lessons.

Topic	See Page
General Policies	12-3
Detention Policies	12-13

(This page intentionally left blank.)

LESSON 1

GENERAL POLICIES

Overview

Introduction This lesson covers general policies pertaining to the operation of naval correctional facilities.

Learning Objectives After completing this lesson, you should be able to

- Define detention facility.
- List the three types of detention facilities.
- State the minimum number and suggested location of detention cells that should be made available to an installation.
- State when detention facilities of another service can be used.
- State when civilian detention facilities can be used.
- State what types of cells are preferred.
- State the minimum cell dimensions.
- Explain the use of multiple occupancy holding cells.
- State the purpose of inspection by medical personnel.
- State where the results of all inspections are recorded.
- State when meals will be provided for detained personnel.
- State when showers will be provided.
- State what must occur if detention is overnight or in excess of twelve hours.

Continued on next page

Overview, Continued

Learning Objectives, cont'd

- State where detention cells must be located.
 - Explain the requirement to conduct and record visual checks of detained personnel.
 - State the restriction on weapons within the facility.
 - State the two requirements to supervise a detention facility.
 - Explain the policy on the use of restraints.
 - State the requirement for the use of physical exercise.
 - State which log is to be maintained at all times.
 - List three items of information to be recorded in the facility log.
 - List three documents contained in the detention log.
-

Study Assignment

This lesson requires you to read SECNAVINST 1640.9B, Chapter 12, Section 1. When you finish the reading assignment, complete the lesson 1 exercise that follows on the next page.

Lesson 1 Exercise

Directions Complete exercise items 1 through 22 by performing the actions required. Check your answers against those listed at the end of this lesson.

Item 1 Define detention facility.

Item 2 List the three types of detention facilities.

Item 3 State the minimum number and suggested location of detention cells that should be made available to an installation.

Item 4 State when detention facilities of another service can be used.

Continued on next page

Lesson 1 Exercise, Continued

Item 5 State when civilian detention facilities can be used.

Item 6 State what types of cells are preferred.

Item 7 State the minimum cell dimensions.

Item 8 Explain the use of multiple occupancy holding cells.

Item 9 State the purpose of inspection by medical personnel.

Continued on next page

Lesson 1 Exercise, Continued

Item 10 State where the results of all inspections are recorded.

Item 11 State when meals will be provided for detained personnel.

Item 12 State when showers will be provided.

Item 13 State what must occur if detention is overnight or in excess of 12 hours.

Item 14 State where detention cells must be located.

Continued on next page

Lesson 1 Exercise, Continued

Item 15 Explain the requirement to conduct and record visual checks of detained personnel.

Item 16 State the restriction on weapons within the facility.

Item 17 State the two requirements to supervise a detention facility.

Item 18 Explain the policy on the use of restraints.

Item 19 State the requirement for the use of physical exercise.

Continued on next page

Lesson 1 Exercise, Continued

Item 20

State which log is to be maintained at all times.

Item 21

List three items of information to be recorded in the facility log.

Item 22

List three documents contained in the detention log.

Lesson 1 Exercise Solutions

Answers

The tables below list the answers to the exercise items. If you have any questions about these items, refer to the paragraph referenced in the SECNAVINST 1640.9B.

Item	Answer	Reference
1	Shore spaces that are used only to temporarily detain personnel apprehended by military authorities, or turned over to the military by civilian authorities.	12101.1
2	a. Detention space b. Holding cell c. Pretrial confinement facility	12101.2
3	At least two usable cells should normally be available in each detention facility. Where possible, cells should be located near the security watch desk.	12102.2
4	The detention facilities of another service may be utilized, if that service agrees and such facilities meet the standards prescribed herein for Naval detention facilities.	12102.3a
5	If military facilities are not available, personnel may be detained in civilian facilities utilized by the U.S. Department of Justice. Confinement expenses for prisoners and detainees will be provided as prescribed in MCO 1640.3E. If a civilian confinement facility is used, approval must be obtained from the second echelon commander within two working days after confinement to continue confinement in the civilian facility.	12102.3b
6	Single occupancy cells are preferred.	12102.4
7	Six feet wide, eight feet long, and eight feet high.	12102.4
8	Used for very short-term detention periods, (up to eight hours), each detainee will be provided a minimum of 20 net square feet.	12102.4

Continued on next page

Lesson 1 Exercise Solutions, Continued

Answers,
cont'd

Item	Answer	Reference
9	A member of the medical department will inspect the detention facility and the physical plant at least monthly to ensure the operation of the facility meets accepted health and environmental standards, and that detained personnel are provided adequate health services.	12102.6b
10	Entered in the detention facility's daily log	12102.6b
11	Meals will be provided at regular meal hours for personnel detained beyond six hours.	12102.7
12	Showers will be provided to any detainee that is held over twelve hours if behavior is satisfactory.	12102.8
13	Appropriate bedding will be provided.	12103.1
14	Must be located so that supervision from the security watch desk is continuous (line of sight, or closed circuit video is permissible).	12103.1
15	Visual checks are to be made at least once every 30 minutes and recorded on the DD509. Shorter intervals will be used due to indications of drug/alcohol abuse, suicidal ideation, etc.	12103.1
16	No person will enter occupied cells or remain in their proximity wearing weapons.	12103.1
17	<ul style="list-style-type: none"> a. Complete training as specified by the Commandant of the Marine Corps (POS-40). b. Receive instructions on applicable regulations relating to the use of force in the performance of such duties. 	12103.2a
18	Instruments of restraint may be used if an individual becomes violently aggressive, or indicates suicidal tendencies. Such actions shall be reported immediately to the Commanding Officer, or Command Duty Officer and medical department. Restraints will not be continued beyond four hours without medical or Commanding Officer authorization.	12104.1
19	Detainees will be provided one hour of physical exercise if detained for more than 24 hours.	12105.1

Continued on next page

Lesson 1 Exercise Solutions, Continued

Answers, cont'd

Item	Answer	Reference
20	A detention facility log shall be maintained. This log will be a bound ledger with consecutively pre-printed numbered pages. The detention facility log is a permanent daily record of the operation of the detention facility. It is maintained by the security supervisor on duty and is kept in chronological order.	12106.1
21	The log will show the reason for detention, the date and time of detention, and the name and grade of the person ordering the detention.	12106.1
22	a. Confinement order (NAVPERS 1640/4) b. Inspection Record of Prisoner in Segregation (DD 509) c. Prisoner Inventory and Receipt (NAVPERS 1640/17) d. Prisoner Release Order (DD 367) e. Receipt for Prisoner or Detained Person (DD 629)	12106.2

Lesson Summary

This lesson covered general policies. If you correctly answered the above questions, you are ready for the next lesson. If you have not answered correctly, read the text again and attempt to better your responses. In the next lesson, you will learn about detention policies.

LESSON 2

DETENTION POLICIES

Overview

Introduction This lesson covers the detention policies pertaining to the operation of naval correctional facilities.

Learning Objectives After completing this lesson, you should be able to

- State when a person may be detained.
- State two reasons an individual may not be placed in detention.
- State when a confinement order is required.
- Explain the two requirements for a medical examination.
- State how long an individual can be detained in a holding cell.
- State the three conditions that permit a person subject to pre-trial or post-trial to be confined for more than 72 hours.
- State when persons under the influence of alcohol or narcotics can be confined.
- State the three required log entries upon release.
- List the four documents to be transferred with the detainee.

Study Assignment This lesson requires you to read SECNAVINST 1640.9B, Chapter 12, Section 2. When you finish the reading assignment, complete the lesson 2 exercise that follows on the next page.

Lesson 2 Exercise

Directions Complete exercise items 1 through 9 by performing the actions required.
Check your answers against those listed at the end of the lesson.

Item 1 State when a person may be detained.

Item 2 State two reasons an individual may not be placed in detention.

Item 3 State when a confinement order is required.

Item 4 Explain the two requirements for a medical examination.

Continued on next page

Lesson 2 Exercise, Continued

Item 5 State how long an individual can be detained in a holding cell.

Item 6 State the three conditions that permit a person subject to pre-trial or post-trial to be confined for more than 72 hours.

Item 7 State when persons under the influence of alcohol or narcotics can be confined.

Item 8 State the three required log entries upon release.

Continued on next page

Lesson 2 Exercise, Continued

Item 9

List the four documents to be transferred with the detainee.

Lesson 2 Exercise Solutions

Answers

The tables below list the answers to the exercise items. If you have any questions about these items, refer to the paragraph referenced in the SECNAVINST 1640.9B.

Item	Answer	Reference
1	Persons may be detained if there has been a violation of the UCMJ.	12201
2	Protective Custody, or Safekeeping	12201
3	No person shall be confined in a detention facility without a properly executed Confinement Order (NAVPERS 1640/4), or the Arresting Officer's Incident/Complaint Form (DD 1569). If the incident form is used, a Confinement Order is required when detention continues beyond 24 hours.	12201.1
4	No person shall be detained beyond 24 hours without a medical examination. If an individual appears to be injured, ill, requests medical attention, or exhibits an abnormal loss of control because of suspected or actual use of alcohol, or drugs, he or she shall be examined by medical personnel and certified as being fit for confinement prior to being placed in detention.	12201.2
5	Detention in holding cells shall not exceed 24 hours, except in unusual circumstances, and then only with the express approval in each instance of the Commanding Officer of the installation where such a facility is located, or his or her designated representative. An individual shall not remain in detention more than 72 hours except in an emergency, nor may an individual be placed in detention for 72 hours, taken out, and returned for 72 hours, on the same charges.	12201.3

Continued on next page

Lesson 2 Exercise Solutions, Continued

Answers,
cont'd

Item	Answer	Reference
6	<p>a. When an individual has been sentenced to confinement by a court-martial, and is pending transfer to a confinement facility.</p> <p>b. When an individual has been placed in confinement in a confinement facility, and is moved to, and confined in, a detention facility for the purpose of appearing as a witness or as the accused in a court-martial proceeding.</p> <p>c. When a general court-martial authority deems it necessary to retain an accused locally, during progress of a court-martial, in the absence of a brig. After trial, if the sentence as adjudged includes confinement, the member shall be transferred to a confinement facility within 72 hours. The written permission of either the installation Commanding Officer or the general court-martial authority, as appropriate, must be obtained before an individual can be held for more than 72 hours in pre-trial confinement status in a holding cell or detention space.</p>	12201.4
7	For brief periods only (not to exceed four hours) necessary for command representatives or medical personnel to arrive and assume custody. During such brief periods, constant surveillance must be maintained to monitor the behavior and physical condition of such persons.	12201.6
8	The date and time of release, and the disposition of the detainee.	12202
9	<p>a. Confinement Order (NAVPERS 1640/4)</p> <p>b. Request and Receipt for Health and Comfort Supplies (DD 504)</p> <p>c. Inspection Record of Prisoner in Segregation (DD509)</p> <p>d. A copy of court-martial orders designating a confinement facility as the place of confinement.</p>	12203

Continued on next page

Lesson 2 Exercise Solutions, Continued

**Lesson
Summary**

If you correctly answered the above questions, you are ready for the review exercise. If not, read the text again and attempt to better your responses. This lesson covered detention policies.

**Study Unit
Summary**

In this study unit, you learned general policies and detention policies. This completes all study units. If you feel uneasy about any material, go back and read the required lessons. You should now be prepared to take the review examination. Good luck on your review examination!

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CORRECTIONS

REVIEW LESSON EXAMINATION

Review Lesson

Introduction The purpose of the review lesson examination is to prepare you for your final examination. We recommend that you try to complete your review lesson examination without referring to the text, but for those items (questions) you are unsure of, restudy the text. When you finish your review lesson and are satisfied with your responses, check your responses against the answers provided at the end of this review lesson examination.

Directions Select the ONE answer that BEST completes the statement or that answers the item. For multiple choice items, circle your response. For matching items, place the letter of your response in the space provided.

Item 1 What is the authority to establish and operate correctional facilities?

- a. Title 10, United States Code
- b. Manual for Courts-Martial
- c. SECNAVINST 1640.9
- d. American Jail Association

Item 2 What is the major purpose of all awarded confinement?

- a. Protects the military community
- b. Removes criminals from military roles
- c. Correct service members confined
- d. Punishes all criminals in a humane manner

Item 3 Discipline is to be administered on a _____ rather than a _____ basis, and the facilities are to be administered on a _____ basis.

- a. uniform; corrective; punitive
- b. corrective; uniform; punitive
- c. corrective; punitive; uniform
- d. punitive; uniform; corrective

Continued on next page

Review Lesson, Continued

Item 4 What Order is the basic directive of the Secretary of the Navy governing naval corrections?

- a. MCO 1640.3E
 - b. OPNAVINST 1640.8
 - c. DoDINST 1325.4
 - d. SECNAVINST 1640.9B
-

Item 5 A _____ can be requested if any requirement of the governing order cannot be met.

- a. waiver
 - b. affidavit
 - c. memorandum
 - d. limit of liability
-

Item 6 Through Item 8 Matching: For items 6 through 8, match the place of confinement in column 1 with its definition in column 2. Place your responses in the spaces provided.

Column 1

Column 2

Confinement Type

Definition

- ___ 6. Shore brig
- ___ 7. Detention facility
- ___ 8. Ship's brig

- a. Full range of programs is not required in its management.
 - b. Normally used no more than 30 days while embarked.
 - c. Contains level I and II facilities.
-

Item 9 Pre-trial confinement aboard a naval vessel at sea may continue only

- a. for non-Navy personnel.
 - b. for a period of thirty-one days.
 - c. as long as the mission dictates.
 - d. until transfer to shore is possible.
-

Continued on next page

Review Lesson, Continued

Item 10 Which type of facility can provide confinement for prisoners to be discharged or transferred to U.S. Disciplinary Barracks or to federal prisons?

- a. Correctional Custody Unit
 - b. Level I facility
 - c. Level II facility
 - d. Level III facility
-

Item 11 What condition would require an individual to be delivered to a shore brig from a ship's brig?

- a. Persons with a courts-martial sentence of 31 days or more confinement
 - b. Persons who require constant supervision or daily medical attention
 - a. Persons who are the subject of a planned retrial and separation thereafter
 - b. Persons who receive non-judicial punishment in lieu of courts-martial
-

Item 12 What are two areas assigned as prisoner living quarters?

- a. Special quarters, holding areas
 - b. Cells, observation rooms
 - c. Dormitories, chapels
 - d. Cells, dormitories
-

Item 13 Prisoners with adjustment problems should be housed in

- a. general population.
 - b. a segregation unit.
 - c. special quarters.
 - d. individual cells.
-

Continued on next page

Review Lesson, Continued

- Item 14** The Commandant of the Marine Corps (Code MHC), determines rated capacities for Marine Corps briggs by conducting on-site reviews (if needed) at least
- a. every 3 years.
 - b. every 2 years.
 - c. annually.
 - d. semi-annually.
-

- Item 15** The capacity rate of a facility is calculated by the total military population, times
- a. 0.05%.
 - b. 0.1%.
 - c. 0.2%.
 - d. 0.3%.
-

- Item 16** Disciplinary segregation cells _____ be counted against the total capacity and will not normally exceed _____ of the brig's capacity.
- a. will not; 10%
 - b. will not; 5%
 - c. will; 10%
 - d. will; 5%
-

- Item 17** Gang release systems are required to be operational on all groups of _____ or more contiguous cells or secure rooms to permit the supervising staff member to simultaneously release all cell/secure room doors in the event of fire or other emergency.
- a. 8
 - b. 6
 - c. 5
 - d. 4
-

Continued on next page

Review Lesson, Continued

- Item 18** Dormitories will normally not exceed the capacity of ____ prisoners per dormitory, and will provide ____ feet per prisoner.
- a. 72; 40
 - b. 70; 42
 - c. 42; 70
 - d. 40; 72
-
- Item 19** Which list best describes the requirements for the construction of the control center?
- a. Clear view of main corridor, one entrance, denies access to personnel whom denied, and riot control considered in planning of center
 - b. Denies prisoner access, clear view of main corridor, denies prisoner access, and impenetrable glass
 - c. Impenetrable glass, clear view of main corridor, clear view the brig entrance, and one entrance
 - d. Two entrances, denies prisoner access, clear view of the prisoner berthing area, and clear view of the entrance
-
- Item 20** All guard towers will be constructed with the floor not less than ____ feet above ground.
- a. 10
 - b. 16
 - c. 20
 - d. 26
-
- Item 21** Which list best describes the **support areas** within a facility?
- a. Admin offices, mess, medical/dental, and elevators
 - b. Elevators, medical/dental, admin offices, and armory
 - c. Mess, motor transport, admin offices, and laundry
 - d. Admin offices, receiving unit, chapel, and medical/dental
-

Continued on next page

Review Lesson, Continued

Item 22 A formal test of all security, emergency, and fire fighting equipment will be completed

- a. daily.
 - b. weekly.
 - c. bi-weekly.
 - d. monthly.
-

Item 23 The Corrections Management Information System (CORMIS) is **not** designed to

- a. increase security capabilities.
 - b. support operational and administrative functions.
 - c. provide current information on prisoners/detainees.
 - d. expedite local police requisitions from the prison system.
-

Item 24 Marine Corps personnel who wish to be selected for correctional counselor must be an ____ or above, and possess an

- a. E-4; GED.
 - b. E-4; high school diploma.
 - c. E-5; GED.
 - d. E-5; high school diploma.
-

Item 25 Personnel who successfully complete the _____ directed by the CMC and those who meet the _____ contained in the Marine Corps Personnel Manual shall be awarded the 5831 MOS.

- a. counselor's course; criteria
 - b. counselor's course; experience requirements
 - c. basic corrections course; criteria
 - d. basic corrections course; experience requirements
-

Continued on next page

Review Lesson, Continued

Item 26

A Marine may be disqualified from brig duty for

- a. misconduct.
 - b. unauthorized absence.
 - c. failure to pay just debt.
 - d. expired drivers license.
-

Item 27
through
Item 31

Matching: For items 27 through 31, match the program billet in column 1 with its definition of responsibility in column 2. Place your responses in the spaces provided.

Column 1

Column 2

Billet

Responsibility

- | | |
|---------------------------------------|--|
| ___ 27. Program Developer/
Monitor | a. Provides counseling to prisoners and
assists in their program
development |
| ___ 28. Correctional counselor | b. Responsible for laundry and
carpentry programs |
| ___ 29. Victim-witness coordinator | c. Maintains staff training records |
| ___ 30. Training supervisor | d. Ensures prisoners are carrying out
their program plans |
| ___ 31. Project supervisor | e. Notifies crime victims and witnesses
of prisoner release related activities |
-

Continued on next page

Review Lesson, Continued

**Item 32
through
Item 36**

Matching: For items 32 through 36, match the special billet in column 1 with its definition of responsibility in column 2. Place your responses in the spaces provided.

Column 1

Column 2

Billet

Definition

- | | |
|-----------------------------|--|
| ___ 32. Training supervisor | a. Ensures the preparation of diminished rations |
| ___ 33. Medical officer | b. Monitors the sanitary conditions of the brig |
| ___ 34. Chaplain | c. Reports to the medical officer |
| ___ 35. Hospital corpsman | d. Facilitates the visitor program |
| ___ 36. Mess supervisor | e. Maintains prisoner training records |
-

Item 37

When are prisoners allowed to handle mail?

- a. Anytime, providing good conduct exists.
 - b. Only as needed, due to staff limitations.
 - c. After completing mail orderly classes.
 - d. Prisoner mail handling is not allowed.
-

Item 38

What must happen if the mess supervisor is not assigned full time to the brig staff?

- a. A background check must be cleared.
 - b. The appointment must be in writing.
 - c. Undergo repeated thorough searches.
 - d. Complete In-service training classes.
-

Item 39

Assignments for enlisted personnel on rotating shifts should be exempt from

- a. NBC training.
 - b. MBST training.
 - c. firearms training.
 - d. the local watch bills.
-

Continued on next page

Review Lesson, Continued

- Item 40** Post orders do not contain
- supervisory functions.
 - security requirements.
 - manpower authorizations.
 - special features of the post.
-

- Item 41** Pre-service training must be conducted
- after assumption of duties.
 - before assumption of duties.
 - before formal correctional training.
 - before obtaining title of counselor.
-

- Item 42** Who must attend pre-service training?
- All USN and USMC personnel
 - All enlisted USMC personnel
 - All non-USMC brig members
 - All personnel assigned duties
-

- Item 43** To be effective, **pre-service training** shall consist of
- the two major subject matter areas for training security personnel.
 - non-tailored training to meet basic security policy needs within an establishment.
 - a thorough understanding of policies, programs, and procedures to be followed in all phases of the operation.
 - training for each specialized brig billet that addresses pre-service.
-

- Item 44** What are the minimum hours per fiscal year for in-service training?
- 55
 - 40
 - 30
 - 25
-

Continued on next page

Review Lesson, Continued

Item 45 Who must attend in-service training?

- a. All supervisors
 - b. All brig personnel
 - c. All enlisted personnel
 - d. All non-USMC members
-

Item 46 Which source is not listed as desirable for professional development in the corrections field?

- a. Marine Corps Institute
 - b. Chief of Naval Personnel
 - c. Federal Bureau of Prisons
 - d. National Institute of Corrections
-

Item 47 Which of the following is not a function of the control center?

- a. Account for all keys
 - b. Control entry and exit
 - c. Maintain master records
 - d. Control visitation program
-

Item 48 During facility counts, prisoners are to be at _____, two, and all counts will be conducted by staff members.

- a. ease
 - b. parade rest
 - c. attention
 - d. ceremonial at ease
-

Item 49 In the event of a second miscount, a _____ will be initiated.

- a. new count
 - b. third count
 - c. second count
 - d. picture count
-

Continued on next page

Review Lesson, Continued

-
- Item 50** Activities and movements of prisoners must be
- a. controlled.
 - b. measured.
 - c. regular.
 - d. orderly.
-

- Item 51** Custody classifications establish the degree of supervision needed for _____ of individual prisoners.
- a. housing
 - b. control
 - c. assignment
 - d. punishment
-

Item 52 through Item 56 Matching: For items 52 through 56, match the level of supervision in column 1 with its classification in column 2. Place your responses in the spaces provided.

Column 1

Column 2

Supervision

Classification

- | | |
|---|-------------------------------|
| ___ 52. Prisoner's potential for escape does not present a threat to life or limb, or destruction of property | a. Maximum Custody (MAX) |
| ___ 53. Prisoners who present security risks but do not warrant maximum custody level | b. Medium Custody In (MDI) |
| ___ 54. Prisoners requiring special custodial supervision because of the high probability of attempted escape | c. Medium Custody Out (MDO) |
| ___ 55. Certain post-trial prisoners who require only limited custodial supervision | d. Minimum Custody (MIN) |
| ___ 56. Prisoners behavior demonstrated while confined requires only limited custodial supervision | e. Installation Custody (INS) |
-

Continued on next page

Review Lesson, Continued

Item 57 Prisoners with a history of suicide attempts or who are considered suicidal should be immediately referred to the _____ for further evaluation and appropriate action.

- a. medical department
 - b. duty brig officer
 - c. security officer
 - d. chaplain
-

Item 58 What are three interdependent areas of a sound confinement security system?

- a. Security, fixed posts, and programs
 - b. Sentries, searches, and segregation
 - c. Programs, segregation, and control
 - d. Custody, control, and security
-

Item 59 When contraband is discovered, it is essential that a strict _____ be maintained of any evidence which may be used in disciplinary action.

- a. chain of custody
 - b. all evidence items
 - c. complete full report
 - d. only contraband items
-

Item 60 When establishing vehicle and equipment control, all containers entering a compound shall be searched unless

- a. they are presumed empty which is reflected on an inventory list.
 - b. contents are not suspected to be a safety hazard.
 - c. it is sealed at point of shipment and have not since been opened.
 - d. it is trash and the containers are large enough to conceal a person.
-

Continued on next page

Review Lesson, Continued

- Item 61** The most serious level of force is _____; it can be ordered by the
- physical force other than weapons fire; brig officer.
 - the use of high-pressure water; duty brig officer.
 - full firepower; commanding officer.
 - show of force; operations officer.
-

- Item 62** When deciding a course of action to control disturbances, _____ should be the first consideration.
- protection of property
 - general public safety
 - welfare of hostages
 - prisoner welfare
-

- Item 63** Deadly force is defined as that force which is used with the purpose of causing, or which a person knows or should know would create a substantial risk of causing _____ or serious bodily harm.
- death
 - injury
 - maiming
 - paralysis
-

- Item 64** The fire bill shall provide for the following prompt evacuation, availability of firefighting equipment, keys to emergency exits, and approval by the
- brig staff.
 - fire marshal.
 - medical personnel.
 - brig supervisor.
-

Continued on next page

Review Lesson, Continued

Item 65 The natural disaster bill does not include

- a. food location.
 - b. secure areas.
 - c. evacuation route.
 - d. escape post lists.
-

Item 66 What is contained in the escape bill?

- a. Escape posts listings
 - b. Special instructions
 - c. Recall lists of staff
 - d. Evacuation routes
-

Item 67 Which is not a step in post-riot procedures?

- a. Confine all participants
 - b. Account for all prisoners
 - c. Debrief staff personnel
 - d. Provide medical training
-

Item 68 What are the three basic rules required of prisoners?

- a. Don't escape, don't possess contraband, and ignore disruptive behavior
 - b. Don't possess contraband, don't engage in disruptive behavior, and don't do drugs
 - c. Don't drink alcohol, don't possess contraband, and don't engage in disruptive behavior
 - e. Don't escape or aid another to escape, don't possess contraband, and don't engage in disruptive behavior
-

Continued on next page

Review Lesson, Continued

Item 69 Requiring prisoners to salute or address enlisted personnel as “Sir;” requiring prisoners to face bulkheads at close range during the passage of staff members; and requiring prisoners to request permission to speak, are all _____ military practices.

- a. unorthodox and non-standard
 - b. demanded and disciplined
 - c. acceptable and respected
 - d. wrongful and illegal
-

Item 70 Extra military instruction should not involve _____ and

- a. calisthenics; military drill.
 - b. military drill; counseling.
 - c. grass drills; calisthenics.
 - d. military drill; field day.
-

Item 71 Mass group punishment for the offense of an individual is

- a. ordered by the commanding officer.
 - b. used on a case by case basis.
 - c. only used as a last resort.
 - d. strictly prohibited.
-

Item 72 The rights of the prisoner at all times at a Disciplinary and Adjustment Board is to

- a. speak on own your behalf, and right to a lawyer of your own choice.
 - b. be present at all open sessions, and the right to counsel.
 - c. remain silent and the right to a court appointed defense attorney.
 - d. be present at open sessions, and the right make a to statement in own your defense.
-

Continued on next page

Review Lesson, Continued

- Item 73** The Discipline and Adjustment Board handles cases that
- a. are too serious to be resolved by a spot report, but don't merit a hearing by the Commanding Officer.
 - b. may be handled by the Commanding Officer.
 - c. merit a hearing by the Commanding Officer.
 - d. can be resolved by a spot report.
-

- Item 74** The members of the Disciplinary and Adjustment board should be comprised of _____ members who
- a. no less than 3; are without direct personal interest.
 - b. no less than 2; are not in chain of command.
 - c. no more than 3; are without direct personal interest.
 - d. no more than 2; are permanent brig personnel.
-

- Item 75** Which of the following is not a disciplinary measure that may be imposed on a prisoner?
- a. Extra duty
 - b. Hard time
 - c. Loss of privileges
 - d. Disciplinary segregation
-

- Item 76** What privilege is automatically denied with loss of privileges?
- a. Smoking
 - b. Religious services
 - c. Receiving visitors
 - d. Recreational activities
-

Continued on next page

Review Lesson, Continued

Item 77 When are post-trial prisoners allowed to wear rank insignia while confined in Navy and Marine Corps briggs?

- a. Always
 - b. Occasionally
 - c. During visits
 - d. Never
-

Item 78 Facial hair is not authorized for

- a. post-trial prisoners or correctional custody awardees.
 - b. pre-trial prisoners or correctional custody awardees.
 - c. post-trial or pre-trial detainees or prisoners.
 - d. correctional custody awardees and detainees.
-

Item 79 Prisoners shall wear their hair in accordance with current grooming regulations of

- a. brig grooming policy.
 - b. local grooming directives.
 - c. current USMC regulations.
 - d. the prisoner's service.
-

Item 80 What are the goals of naval correctional programs?

- a. Holds criminals accountable for their crimes and create an effective restorative environment
 - b. Restores the maximum member of prisoners to active duty at the earliest time for offense-free service
 - c. Attempts to rehabilitate criminals and return them to society as law-abiding citizens
 - d. Provides standardize forms of punishment and set the example as a model prison institution
-

Continued on next page

Review Lesson, Continued

Item 81 What is not included in the reception program?

- a. Interviews
 - b. Pre-release brief
 - c. Custody classification
 - d. Initial screening for work
-

Item 82 All facilities are required to conduct a reception program.

- a. True
 - b. False
-

Item 83 A prisoner's attitude upon confinement depends largely on the staff's attitude because they are

- a. naive.
 - b. intimidated.
 - c. impressionable.
 - d. not easily frightened.
-

Item 84 Prisoners in reception should be housed

- a. in with the masses.
 - b. in general population.
 - c. in solitary confinement.
 - d. apart from general population.
-

Item 85 Which group must have their Article 31 rights read during reception or before any attempt to identify what caused them to allegedly offend?

- a. Interns
 - b. Prisoners
 - c. Detainees
 - d. Releasees
-

Continued on next page

Review Lesson, Continued

Item 86 Feedback provided by other personnel is a way which a counselor monitors a prisoner's progress.

- a. True
 - b. False
-

Item 87 The initial interview must be conducted

- a. directly after in-processing.
 - b. as soon as a counselor is available.
 - c. prior to placing the prisoner in population.
 - d. the first working day after entering confinement.
-

Item 88 On which document are the results of group counseling recorded?

- a. Summary Sheet
 - b. Conduct Record
 - c. Summary Continuation Sheet (DD 1478)
 - d. Admission Summary (DD 1476)
-

Item 89 Which of the following is not an example of suitable work for prisoners?

- a. Maintenance of the facility
 - b. Conservation of government equipment
 - c. Repair of staff privately owned vehicles
 - d. Manufacturing of articles for government use
-

Continued on next page

Review Lesson, Continued

- Item 90** Which five documents are used to record results of individual Counseling?
- Conduct Record, Admission Summary, Summary Continuation Sheet, Evaluation Report, and Summary Sheet
 - Conduct Record, Article 32 Rights Advisement, Admission Summary, Evaluation Report, and Summary Sheet
 - Admission Summary, Summary Continuation Sheet, Evaluation Report, Summary Sheet, and Program Recommendation
 - Article 32 Rights Advisement, Admission Summary, Summary Continuation Sheet, Evaluation Report, and Summary Sheet
-

- Item 91** The prisoners should be scheduled for the Restoration Program Training
- as close to their parole date as possible.
 - one week before the scheduled release date.
 - one month before the scheduled release date.
 - as close to their scheduled release date as possible.
-

- Item 92** Individual incentives cannot be earned by
- superior performance on job assignments.
 - completion of correspondence courses.
 - attendance at a personnel inspection.
 - performance beyond what is required.
-

- Item 93** The **main goal** of the Survival Skills Program is to
- teach coping skills that will enable prisoners to function within military or civilian society.
 - help Marines adhere to regulations in order to be promoted.
 - prevent prisoners from returning to a normal life once released.
 - teach prisoners how to survive with skills required on the street.
-

Continued on next page

Review Lesson, Continued

Item 94 In addition to specialized counseling, twelve common subjects are provided for

- a. basic indoctrination training.
 - b. general military training.
 - c. pre-release training.
 - d. on-the-job training.
-

Item 95 In the pre-release phase, final details regarding uniforms, transportation, and finances are explained.

- a. True
 - b. False
-

Item 96 If practical, a **Daily Training Program** should be conducted in small groups of _____ prisoners.

- a. 5 to 10
 - b. 10 to 15
 - c. 15 to 20
 - d. 20 to 25
-

Item 97 Which is not one of the four categories of confinement?

- a. Pre-trial
 - b. Detention
 - c. Segregated Quarters
 - d. Bread and Water/Diminished Rations
-

Item 98 Other than ensuring the presence of the accused for trial, what is an additional reason for imposing pre-trial confinement?

- a. The accused is guilty of all charges.
 - b. The accused is considered a flight risk.
 - c. To ensure the accused is present for the morning roll call.
 - d. To prevent the accused from engaging in serious misconduct.
-

Continued on next page

Review Lesson, Continued

Item 99

What two conditions must be met for acceptance of a prisoner into confinement?

- a. The committing officer furnishes a statement, signed by the committing officer with charged offense(s) listed, and appropriate medical personnel have certified in writing on the confinement order that the person is physically fit for confinement.
 - b. The committing officer provides a signed statement with purpose of detention, and provides all health and comfort items listed on the checklist.
 - c. The committing officer relinquishes a signed affidavit, detailing offenses committed, and appropriate medical personnel have certified that the person is physically fit for confinement.
 - d. Brig personnel will not receipt for any prisoner who does not have a signed affidavit provided by committing officer, nor possess all items annotated on the gear list.
-

Item 100

Which of the following is not legal reasons for confinement?

- a. Lack of gear and evidence
 - b. Security interest and legal measures
 - c. Safekeeping and protective custody
 - d. Officer statement and confinement order
-

Item 101

Earning Good Conduct Time (GCT) while confined on bread and water or diminished rations (B&W/DIMRATS) is allowed.

- a. True
 - b. False
-

Continued on next page

Review Lesson, Continued

Item 102 Confinement on bread and water or diminished rations shall be treated as the equivalent of confinement for two days, if adjudged in the same sentence with confinement.

- a. True
 - b. False
-

Item 103 What information regarding confinement of an officer is transmitted to CMC via message?

- a. SSN only
 - b. Name and a summary of the offense alleged
 - c. None, all information will be by telephone
 - d. Pay grade and a summary of the offenses alleged
-

Item 104 Who has the authority to order pre-trial confinement of officers?

- a. Commanding officer with command authority
 - b. Any commanding officer
 - c. Any field grade officer
 - d. Any general officer
-

Item 105 What are two purposes of the initial confinement physical examination?

- a. Prevents introduction of illnesses, and ensures the prisoner is fit for confinement
 - b. Discloses communicable diseases, and provides adequate medical care
 - c. Prevents the introduction of illnesses, and provides recommendations to the brig regarding appropriate medical care
 - d. Determines fitness for confinement, and provides recommendations to the brig regarding appropriate medical care
-

Continued on next page

Review Lesson, Continued

- Item 106** Which advice is not given to the accused upon pre-trial confinement?
- a. The right to counsel
 - b. The right to trial by courts-martial
 - c. The right to remain silent and warning
 - d. The procedures by which pre-trial confinement will be reviewed
-

- Item 107** Hospital corpsman can perform medical screening after regular working hours when a qualified medical examiner is not available.
- a. True
 - b. False
-

- Item 108** The assistance provided by the confining command at the time of confinement is considered
- a. logistical support.
 - b. operation support.
 - c. logistical requirements.
 - d. health and comfort support.
-

- Item 109** The prisoner's commander must complete review of the pre-trial confinement within _____ hours of confinement, unless the prisoner's commander was the officer ordering the pre-trial confinement.
- a. 24
 - b. 48
 - c. 72
 - d. 78
-

- Item 110** As soon as prisoners no longer require hospitalization, they shall be placed to medical holding companies for convalescent leave.
- a. True
 - b. False
-

Continued on next page

Review Lesson, Continued

- Item 111** Periods for emergency leave shall be considered as time served in confinement.
- a. True
 - b. False
-

- Item 112** Who has the authority to direct a prisoner's release from pre-trial confinement?
- a. Military Court of Appeals
 - b. Any commander of a prisoner
 - c. Any commissioned officer
 - d. Any civilian judge
-

- Item 113** A Prisoner Release Order, _____, shall be prepared to affect every final release from confinement.
- a. DD 629
 - b. DD 367
 - c. DD 550
 - d. SECNAVINST 1640
-

- Item 114** When a prisoner's release date falls on a Saturday, Sunday, or national holiday, the release will be effected on
- a. the Friday before the weekend.
 - b. the last workday before the weekend.
 - c. the actual date of completion of confinement.
 - d. the first day following such weekend or holiday.
-

- Item 115** How many maximum-security prisoners can be moved as passengers in a single flight?
- a. One
 - b. Two
 - c. Three
 - d. Four
-

Continued on next page

Review Lesson, Continued

Item 116 The requirements for logs kept in the brig are

- a. standard issue green log books.
 - b. bound ledgers with pre-printed pages.
 - c. three-ring binders used as a blotter log.
 - d. memorandum binder with numbered pages.
-

Item 117 The Privacy Act statement is required for

- a. every form which contains personal information.
 - b. common information that is free for public release.
 - c. information that is intimate or private to the individual.
 - d. information related solely to the individual's official function.
-

Item 118 The content of the Visitors Log will not identify

- a. date of visit.
 - b. reason for visit.
 - c. identity verification data.
 - d. name, address, and signature of the visitor.
-

Item 119 The content of the Privileged Correspondence Log may contain

- a. date received by the addressee.
 - b. inspection findings resulting from search.
 - c. signature of prisoner indicating date of receipt.
 - d. a record of all incoming privileged correspondence only.
-

Item 120 A Results of Trial shall be delivered to the brig at the time the prisoner is returned when

- a. all charges are dropped.
 - b. requested by the commanding officer.
 - c. the subject is found guilty of a lesser offense.
 - d. the results of a court-martial change the basis for confinement.
-

Continued on next page

Review Lesson, Continued

Item 121 Which of the following is not considered a serious incident?

- a. Use of deadly force
 - b. Death of a prisoner
 - c. Incidents of maltreatment or abuse of prisoners
 - d. Repeated internal security violations of prisoners
 - e. Suicide, or attempt, by a prisoner or staff member
-

Item 122 Prisoners may be allowed to possess limited items of intrinsic value.

- a. True
 - b. False
-

Item 123 Aerosol containers are permitted in the brig, as long as they are health and comfort items.

- a. True
 - b. False
-

Item 124 In the interest of safe administration or security, _____ can be made on correspondence.

- a. denials
 - b. limitations
 - c. full stoppages
 - d. mail reroutes
-

Item 125 Prisoners can be allowed _____ for visitors.

- a. one hour
 - b. two hours
 - c. three hours
 - d. four hours
-

Continued on next page

Review Lesson, Continued

Item 126

Fingerprint cards (FD 258) on all Marine Corps prisoners who meet specific criteria will be forwarded to the

- a. U.S. Bureau of Prisons.
 - b. Federal Bureau of Investigations.
 - c. U.S. Department of Corrections.
 - d. Commandant of the Marine Corps (Code MHC).
-

**Items 127
through
Item 129**

Matching: For items 127 through 129, match the term in column 1 with its correct definition in column 2.

Column 1

Column 2

Term

Definition

- ___ 127. Full-Term
Maximum
Release Date
(MRD)
- ___ 128. Normal Release
Date
- ___ 129. Adjusted Release
Date

- a. The date determined by subtracting the maximum credit for earnable good time, earned time, forfeited good conduct/earned time, and court awarded credit from the full term release date of the sentence
 - b. The date determined by adding forfeited date good time and inoperative time and by subtracting time for which a prisoner is given credit to include earned time and restored good conduct time/earned time
 - c. The entire sentence to confinement (to include the addition of any added sentence(s)) without reduction in time for good conduct but with reduction in time for pretrial credit, judicial credit, and adjustment for crossing the international date line
-

Continued on next page

Review Lesson, Continued

Item 130 Which of the following sentences allows reduction in the time to be served in confinement for good conduct and faithful observance of all rules and regulations.

- a. Death
 - b. Confinement for life
 - c. Confinement as a result of NJP
 - d. Confinement for less than 12 months
-

Item 131 Credit for reduction in the term of confinement shall begin with the day on which the sentence commences to run and shall be credited _____ and computed in accordance with the expiration table.

- a. daily
 - b. weekly
 - c. monthly
 - d. annually
-

Item 132 Any good or earned time will be forfeited by escape only after due process by a _____ board action.

- a. disciplinary and adjustment
 - b. military prison
 - c. federally mandated
 - d. disciplinary and parole
-

Continued on next page

Review Lesson, Continued

Instructions for Item 133 through Item 141 Test items 133 through 141 pertain to the computation of a sentence. Use the *Corrections Job Aid* included with your course materials to complete this exercise. Additionally, use the provided workspace to fully complete each test item.

Item 133 Earned time may be granted at a rate _____ . (9206.2)

- a. Not to exceed 3 days per month during the first year of confinement, and not to exceed 7 days per month in subsequent years of confinement
 - b. Not to exceed 4 days per month during the first year of confinement, and not to exceed 7 days per month in subsequent years of confinement
 - c. Not to exceed 5 days per month during the first year of confinement, and not to exceed 7 days per month in subsequent years of confinement
 - d. Not to exceed 6 days per month during the first year of confinement, and not to exceed 7 days per month in subsequent years of confinement
-

Item 134 Confinement included in a sentence of a court-martial begins to run from the date the sentence is adjudged by the court-martial, whether or not the person is placed in confinement, unless the sentence to confinement was suspended or deferred.

- a. False
 - b. True
-

Item 135 A prisoner received an original sentence of 15 months confinement, but was reduced by convening authority to 10 months confinement. If the prisoner were adjudged at the three-month mark, and received 18 days credit as a result, what rate would you use for the remainder of the sentence?

- a. Four
 - b. Five
 - c. Six
 - d. Seven
-

Continued on next page

Review Lesson, Continued

Item 136 Correctly perform a computation for a sentence in days. The prisoner is sentenced to 30 days confinement, adjudged 8 January 1995. What is the normal release date for the prisoner?

- a. 950207, 20492
- b. 950206, 20491
- c. 950201, 20486
- d. 950108, 20462

	-Workspace-			Expiration
	<u>YR</u>	<u>MO</u>	<u>DA</u>	<u>Table #</u>
Date adjudged	—	—	—	_____
Sentenced to: 30 days				+_____
	—	—	—	_____
Less 1 day				- <u>01</u>
Full-term release date	—	—	—	_____
Less earnable good time				-_____
Normal release date	—	—	—	_____

Item 137 Correctly perform a computation for a sentence in months. The prisoner is sentenced to 2 months confinement, adjudged 3 August 1995. What is the full-term release date?

- a. 950803, 20700
- b. 950922, 20719
- c. 951002, 20729
- d. 951003, 20730

	-Workspace-			Expiration
	<u>YR</u>	<u>MO</u>	<u>DA</u>	<u>Table #</u>
Date adjudged	—	—	—	_____
Sentenced to: 2 months				_____
	—	—	—	_____
Less 1 day				- <u>01</u>
Full-term release date	—	—	—	_____
Less earnable good time				-_____
Normal release date	—	—	—	_____

Continued on next page

Review Lesson, Continued

Item 138

Correctly perform a computation for a sentence in years and months. The prisoner was sentenced to 2 years and 2 months confinement adjudged 17 December 1990. What is the normal release date?

- a. 901217, 18979
- b. 920820, 19591
- c. 930216, 19771
- d. 930217, 19772

-Workspace-				Expiration
	<u>YR</u>	<u>MO</u>	<u>DA</u>	<u>Table #</u>
Date adjudged	—	—	—	
Sentenced to: 2 years	—	—	—	
2 months	—	—	—	
	—	—	—	—
Less 1 day				- <u>01</u>
Full-term release date	—	—	—	—
Less earnable good time				- <u> </u>
Normal release date	—	—	—	—

Continued on next page

Review Lesson, Continued

Item 139

Correctly perform a computation for a sentence involving forfeited Good Time. The prisoner was sentenced to 4 months confinement adjudged 17 October 1997 with a subsequent forfeiture of 10 days of his or her good time for a rules violation committed 30 December 1997. What is the Actual release date?

- a. 971017
- b. 971230
- c. 980127
- d. 980206

-Workspace-				Expiration
	<u>YR</u>	<u>MO</u>	<u>DA</u>	<u>Table #</u>
Date adjudged	—	—	—	
Sentenced to: 4 months	—	—	—	
	—	—	—	—
Less 1 day				- <u>01</u>
Full-term release date	—	—	—	—
Less earnable good time				- _____
Normal release date	—	—	—	—
Plus forfeited time				+ _____
Actual release date	—	—	—	—

Continued on next page

Review Lesson, Continued

Item 140

Correctly perform a computation for multiple sentences. The prisoner is serving a sentence of confinement for 6 months, adjudged 15 June 1991. A subsequent 6 months confinement order was adjudged 10 August 1991. What is the aggregate full-term release date?

- a. 911114
- b. 911214
- c. 920402
- d. 920613

-Workspace-	<u>YR</u>	<u>MO</u>	<u>DA</u>	Expiration <u>Table #</u>
Date adjudged (original)	—	—	—	
Sentenced to: 6 months	—	—	—	
Less 1 day				— <u>01</u>
Full-term release date	—	—	—	
Less earnable good time				— <u>30</u>
Normal release date	—	—	—	

Full-term release date	—	—	—	
Sentenced interrupted	—	—	—	
Remaining time to serve				
On original sentence	—	—	—	

Assuming that the individual remained in confinement, as indicated in the example, computation of GCT should be as follows:

	<u>YR</u>	<u>MO</u>	<u>DA</u>	Expiration <u>Table #</u>
Date adjudged (second)	—	—	—	
Sentenced to: 6 months	—	—	—	
Less 1 day				— <u>01</u>
Full-term release date	—	—	—	
Plus remainder of original Sentence	—	—	—	
Aggregated full-term Release date	—	—	—	
Less earnable good time (@ ___ days)				—
Normal release date	—	—	—	

Continued on next page

Review Lesson, Continued

Item 141 What is the new sentence begin date for a sentence of 8 years adjudged 1 April 1989, subsequently ordered for rehearing 1 October 1990 and adjudged 1 December 1990 to 4 years confinement?

- a. 890401
 - b. 901001
 - c. 901201
 - d. 920409
-

Item 142 _____ is any period for which a prisoner is not entitled to confinement credit.

- a. Inoperative time
 - b. Annual leave
 - c. Operative time
 - d. Bad behavior
-

Item 143 Even if the report of results of trial reflects the provisions of a pretrial agreement, the _____ based on the sentence as announced by the court is still the legitimate basis for earning good conduct time.

- a. good conduct time accumulated
 - b. good conduct time computed
 - c. earned conduct time
 - d. pretrial conduct accumulated
-

Item 144 The medical officer advises the commanding officer on matters pertaining to

- a. the physical condition and well-being of prisoners and staff.
 - b. the physical condition and well-being of prisoners.
 - c. the physical condition of all prisoners.
 - d. the medical status of the staff.
-

Continued on next page

Review Lesson, Continued

Item 145 The following responsibility of the medical officer are daily sick call, physical examinations, _____, and screening for psychiatric referral and conducted at the brig.

- a. screening of all SRB in the Brig
 - b. mof medical stock
 - c. make referrals for dental care
 - d. None of the above
-

Item 146 Before a Brig Quarters Supervisor can issue medication, he must be

- a. an Emergency Medical Technician.
 - b. a Physician's Assistant.
 - c. properly trained.
 - d. a corpsman.
-

Item 147 Which is not a support service within the brig?

- a. Library
 - b. Laundry
 - c. Mess deck
 - d. Basketball courts
-

Item 148 Prisoners in disciplinary segregation eat their meals

- a. in their cells.
 - b. in a protected area.
 - c. in a guarded area within the mess area.
 - d. after the population has completed their meals.
-

Continued on next page

Review Lesson, Continued

Item 149

What is the minimum number of staff members required at all times when a person is confined in a ship's brig?

- a. 2
 - b. 4
 - c. 6
 - d. 8
-

Item 150

Which prisoners will remain in their cells and not participate in ship brig programs?

- a. Prisoners confined no more than 24 hours
 - b. Prisoners in solitary confinement
 - c. Prisoners on bread and water
 - d. Prisoners awaiting trial
-

Continued on next page

Review Lesson, Continued

Item 151 Prisoner funds and valuables will be deposited with the

- a. security officer.
 - b. brig duty officer.
 - c. disbursing officer.
 - d. commanding officer.
-

Item 152 Four of the five minimum documents to be contained in the **prisoner file** are the Confinement Order, Initial Contact Sheet, Disciplinary Reports, and the Inspection Report. What is the remaining document contained in the **prisoner file**?

- a. Work Report
 - b. Prisoner Release Order
 - c. Continuation Sheet
 - d. Sentence Computation
-

Item 153 The acronym “CI” can be defined as

- a. a civilian who was interned during an armed conflict or occupation for security reasons. This civilian may have committed an offense against the detaining power.
 - b. counter-intelligence personnel who are required to obtain information from all prisoners of war.
 - c. one who engages in combat while under orders from his government, and is captured by the armed forces of the enemy.
 - d. “collective internment.”
-

Item 154 The acronym “DET” can be defined as

- a. other detained persons.
 - b. detached persons.
 - c. detrimental persons.
 - d. dental equipment technicians.
-

Continued on next page

Review Lesson, Continued

Item 155 What is prohibited according to international treaty law?

- a. Prisoner may be interned off-land.
 - b. Prisoners may be interned ashore.
 - c. Internment in premises other than on land.
 - d. Internment of prisoners on land is prohibited.
-

Item 156 Detention facilities are _____ spaces that are used only to temporarily detain personnel apprehended by military authorities, or turned over to the military by civilian authorities.

- a. ship
 - b. shore
 - c. permanent
 - d. temporary
-

Item 157 Which of the following is not one of the three types of detention facilities?

- a. Holding cell
 - b. Detention space
 - c. PMO holding area
 - d. Pretrial confinement facility
-

Item 158 When military facilities are _____, personnel may be detained in civilian facilities utilized by the U.S. Department of Justice.

- a. not feasible
 - b. not available
 - c. not cost effective
 - d. not secure enough
-

Item 159 In the use of multiple occupancy holding cells, each detainee will be provided a minimum of

- a. 10 square feet.
 - b. 20 square feet.
 - c. 10 net square feet.
 - d. 20 net square feet.
-

Review Lesson, Continued

Item 160 In the event of detention overnight, or in excess of _____, appropriate bedding shall be issued.

- a. 8 hours
 - b. 12 hours
 - c. 18 hours
 - d. 24 hours
-

Item 161 A visual check of detained personnel shall be made at least once each _____, and recorded on the DD 509.

- a. day
 - b. 12-hour period
 - c. hour
 - d. half-hour
-

Item 162 Only under special circumstances may an individual be chained, handcuffed, or tied to any cell fixture or stationary object.

- a. True
 - b. False
-

Item 163 An abbreviated file shall be kept for two years on each person confined in a detention facility. The file contains all of the following records **except** for

- a. Confinement order (NAVPERS 1640/4).
 - b. Rights advisement of prisoner while detained.
 - c. Inspection Record of Prisoner in Segregation (DD 509).
 - d. Prisoner Release Order (DD 367) or Receipt for Prisoner (DD 629).
-

Item 164 Persons may be detained only if there has been a violation of the UCMJ.

- a. True
 - b. False
-

Continued on next page

Review Lesson, Continued

Item 165 A person may be detained for up to ___ hours before a medical examination.

- a. 6
 - b. 12
 - c. 18
 - d. 24
-

Item 166 No person shall be confined in a detention facility without a properly executed Confinement Order or the

- a. Confinement Statement.
 - b. Arresting Officer's Incident/Complaint Form.
 - c. Standard Military Charge Sheet.
 - d. Summary of Judicial Action.
-

Item 167 Detention in holding cells shall not exceed ___ hours, except in unusual circumstances, and then only with the approval in each instance of the commanding officer of the installation where such a facility is located, or his or her designated representative.

- a. 6
 - b. 12
 - c. 18
 - d. 24
-

Item 168 Detention facilities will not be used to confine persons under the influence of alcohol or narcotics, except for brief periods of time, not to exceed

- a. 4 hours.
 - b. 8 hours.
 - c. 12 hours.
 - d. 24 hours.
-

Continued on next page

Review Lesson, Continued

Solutions

The table below lists the answers to review lesson exercise items. If you have questions about these items, refer to the reference page.

Item Number	Answer	Reference
1	A	1101
2	C	1201.2
3	C	1201.1
4	D	1301
5	A	1302.1
6	C	2101.1
7	A	2101.3
8	B	2101.2
9	D	2101.2
10	C	2101.1.a
11	A	2101.2
12	D	2102
13	C	2102.4
14	A	2104.1
15	D	2202.3a
16	B	2204.1.a
17	B	2204.1c
18	D	2204.2
19	A	2205.1b
20	B	2205.5.c
21	A	2208
22	B	2302.2
23	D	2305
24	D	3102.2
25	D	3104.2b
26	A	3106.1
27	D	3202
28	A	3202
29	E	3202
30	C	3202

Continued on next page

Review Lesson, Continued

Solutions,
continued

Item Number	Answer	Reference
31	B	3202
32	E	3202.6
33	B	3202.6
34	D	3202.6.
35	C	3202.6
36	C	3202.6
37	D	3202.4.d
38	B	3202.6.d
39	D	3205.2
40	C	3401
41	B	3502
42	D	3502
43	C	3502
44	B	3503.1
45	B	3503.1
46	A	3505
47	D	4101
48	C	4103.2
49	D	4103.2f
50	A	4104
51	B	4201.2
52	C	4201.2
53	B	4201.2
54	A	4201.2
55	E	4201.2
56	D	4201.2
57	A	4205.4
58	D	4301.2
59	A	4302.1c
60	C	4305.1
61	C	4403

Continued on next page

Review Lesson, Continued

Item Number	Answer	Reference
62	B	4402.1
63	A	4404
64	B	4405
65	D	4406
66	D	4407.3
67	D	4408.7
68	D	5101.7
69	A	5101.10
70	A	5101.11
71	D	5102.2.a
72	D	5102.3.e
73	A	5103.3.c
74	A	5102.4
75	B	5103
76	D	5103.3.c
77	D	5201.2
78	A	5202
79	D	5202
80	B	6201
81	B	6201.2
82	A	6201.1
83	C	6201.2
84	B	6201.3
85	C	6201.4
86	A	6305.2
87	D	6307.2
88	C	6308.4
89	C	6309.1
90	A	6307.4
91	D	6311
92	C	6313.1

Continued on next page

Review Lesson, Continued

Solutions,
continued

Item Number	Answer	Reference
93	A	6313.1
94	B	6321.1
95	A	6401
96	B	6402
97	C	7102.1
98	D	7102.2a
99	A	7102.2h
100	B	7102.2.h
101	B	7103.2.a(6)
102	A	7103.2.a(6)
103	D	7103.2b
104	A	7201.1
105	D	7205.1
106	B	7202.1
107	A	7205.1a
108	A	7206
109	B	7207.1
110	B	7302.1.f
111	A	7303.2
112	B	7304.1
113	B	7304.2
114	C	7304.5
115	A	7404.2.b
116	B	8101.4
117	C	8102.1
118	B	8106
119	A	8107
120	D	8109.2.e
121	D	8115.2.e
122	A	8201
123	B	8211.2

Continued on next page

Review Lesson, Continued

Solutions,
continued

Item Number	Answer	Reference
124	B	8301.2.b
125	B	8301.2.a
126	D	8304
127	C	9102
128	A	9102
129	B	9102
130	D	9201.1
131	C	9201
132	A	9203
133	A	9206.2
134	B	9301.1/9301.2
135	B	9306
136	C	9303.3.b
137	C	9303.3.c
138	B	9303.3.f
139	D	9303.3.h
140	D	9305
141	C	9306
142	A	9304
143	B	9313
144	A	10101
145	C	10101

Continued on next page

Review Lesson, Continued

146	C	10102
147	D	10201
148	A	10201.1
149	A	11103.1
150	C	11105
151	C	11107.1
152	B	11106.3
153	A	SU11-L2
154	A	SU11-L2
155	C	11203.1
156	D	12101.1
157	C	12101.2
158	B	12102.3.b
159	D	12102.4
160	B	12103.1
161	D	12103.1
162	B	12104.1
163	A	12106.2
164	A	12201
165	D	12201.2
166	B	12201.1
167	D	12201.3
168	D	12201.6
